

# Remote Employee Onboarding Checklist Template

Streamline your hiring process with this **remote employee onboarding checklist template**, designed to ensure a smooth transition for new hires working from home. It covers essential steps from initial paperwork to technology setup and team integration. Use this template to enhance productivity and foster engagement from day one.

## Checklist

- **Pre-Onboarding:**
  - Send employment contract and onboarding documents
  - Gather tax forms and personal information
  - Set up HR and payroll accounts
- **Technology Setup:**
  - Ship laptop and necessary equipment
  - Provide software licenses and access credentials
  - Guide through VPN or secure remote access setup
- **First Day Orientation:**
  - Virtual welcome call with HR or manager
  - Introduction to the company's mission, vision, and values
  - Review team structure and key contacts
- **Training & Resources:**
  - Assign mandatory compliance training modules
  - Share company handbook and policies
  - Provide access to knowledge bases and intranet
- **Team Integration:**
  - Schedule virtual meet-and-greet with teammates
  - Assign a â€œbuddyâ€ or mentor for guidance
  - Set up regular check-ins with manager
- **Feedback & Checkpoints:**
  - Collect feedback on onboarding experience after the first week
  - Review performance milestones at 30, 60, and 90 days
  - Encourage open communication for ongoing support