

Onboarding checklist – remote employee



Name:

Role:

Start date:

Immediately after job offer

Receive the signed employment contract, and make sure the payroll team is aware of the new employee and their start date.

4 weeks prior to start date

Identify any tools or equipment your new employee will need, such as a phone, laptop, and screen plus programs, software licenses and user profiles. Organise these with the relevant suppliers and set up a delivery time to suit the employee. Consider sending a welcome pack with items like company pens, notebooks and a mug.

Check in with the new employee on their working environment and provide tips on setting up a safe workspace.

2 weeks prior to start date

Create an induction plan by identifying what information your new employee needs and who they'll need to meet.

Arrange any online training your new employee will need, such as IT training for security, apps and programs.

1 week prior to start date

Send your new employee a welcome email with key contact information, an employee handbook or FAQs, and any induction plans.

If your organisation has a remote work policy, share it with your new employee. Outline when they're expected to be online and available, and how your team communicates on availability.

Confirm that all equipment will be ready for the employee's first day, and that the user accounts and profiles they need are set up.

Let people in your organisation know when the new employee is starting, who they are and what job they'll be doing.

Plan the work you expect they will do in their first week. Consider setting up a few tasks or for your new employee in an app or tool your team uses.

Arrange phone or video meetings for your new employee with the team members or departments they'll work closely with. Book these into employee calendars.

First week on the job

Welcome the employee on their first day with a morning video call.

Bring your team together for a group video meeting to introduce your new employee.

Schedule in virtual coffee catch ups, an end of week wrap-up or other social activities to help them feel part of their new team.

Ensure the employee is set up across key tools and programs, and that they're able to access the accounts and user profiles they need.

Talk through the work you have planned for them in their first week and give them the opportunity to ask questions to ensure they understand what's required.

See that the employee is accessing team communication platforms and channels. Take them through expectations, for example, using phone calls for urgent communication.

Make sure the new employee is aware of policies and procedures relevant to their role. Share any material that can help them get a sense of company culture and values.

Allow time for them to complete any necessary paperwork.