

Remote Employee Onboarding Task Checklist

This checklist is designed to help remote employees navigate their onboarding process. Please print this page, fill out the details, and mark off each task as it is completed.

Employee Information

Employee Name:

Job Title:

Start Date:

Manager / Mentor Name:

Phase 1: Pre-Onboarding (Before Day 1)

- Sign and return the formal offer letter and employment agreement.
Date Completed:
- Submit tax forms, direct deposit details, and emergency contact information.
Date Completed:
- Confirm receipt of company-provided laptop, hardware, and accessories.
Received Items:
- Set up home office workspace and verify internet connection speed.
- Set up login credentials and multi-factor authentication for company accounts.

Phase 2: Day One (Welcome & Systems Setup)

- Attend virtual morning welcome meeting with your manager.
Meeting Time:
- Log in to primary communication channels (e.g., Slack, Microsoft Teams).
- Log in to company email and send a brief "Hello" introduction to the team.
- Review the employee handbook, remote work guidelines, and security policies.
- Set up your digital profile (add a photo and set working hours on calendar and chat applications).

Phase 3: Week One (Orientation & Integration)

- Attend scheduled HR onboarding and benefits orientation session.
- Schedule brief 1-on-1 virtual coffee chats with key team members.
Names:
- Request and verify access permissions for all required software, databases, and project boards.
- Review current team goals, active projects, and documentation folders.
- Establish a weekly recurring 1-on-1 meeting schedule with your manager.

Phase 4: First Month (Productivity & Alignment)

- Complete all assigned mandatory security awareness and compliance training modules.
Date Completed:
- Shadow a team member on a standard workflow or live project task.
- Take ownership of your first minor work assignment or project task.
- Participate in team meetings, stand-ups, and collaborative planning sessions.
- Conduct a 30-day onboarding review meeting with your manager to discuss progress and feedback.

Notes & Action Items

Use this space to write down questions, system access issues, or additional tasks specific to your department:

Note 2

Note 3

Signatures

Employee Signature: Date:

Manager Signature: Date: