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# The Ultimate Remote Employee Onboarding Checklist

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# Before the First Day

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# Before the First Day



## For HR

- Send a warm welcome email with a detailed onboarding schedule and necessary resources.
- Provide access to the company's intranet, online tools, and communication platforms.
- Share a welcome video from the CEO or team members to help the new employee feel connected from the start.
- Ensure all necessary legal documents, such as employment contracts and confidentiality agreements, are prepared and ready for the new employee's signature.
- Arrange a virtual meeting to clarify the onboarding process, answer questions, and set expectations.
- Coordinate with IT to create accounts and permissions for relevant systems.

# Before the First Day

## For IT Team

- Procure and set up the new employee's computer and install essential software and security tools.
- Ship the new employee's device(s) to their address.
- Provide instructions on how to log in and access company systems securely.
- Test remote connectivity to ensure smooth communication during onboarding.

## For the Manager

- Schedule a virtual meeting to introduce themselves, outline team dynamics, and clarify roles.
- Discuss the team's objectives, workflows, and ongoing projects.
- Share resources and reading materials relevant to the new employee's role.





# The First Day

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# The First Day

## For HR


- Send a personalized welcome message to the new employee, expressing excitement about their first day.
- Conduct virtual introductions with team members and key stakeholders
- Confirm that the new employee has completed required legal documents and have familiarized themselves with important company materials:
  - ☑ Employee Contract
  - ☑ Employee Handbook
  - ☑ Code of Conduct
  - ☑ Remote Work Policy

# The First Day



## For IT Team

- Verify that the new employee's computer and software are functioning.
- Provide a quick overview of essential tools and software for their role.



## For the Manager

- Schedule regular check-ins to address any questions or concerns.
- Assign a buddy or mentor to assist the new employee with onboarding and integration.





# The First Week

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# The First Week

 For HR

- Conduct a check-in with the new employee to gauge their onboarding experience. Some questions to ask:
  - ☑ How would you describe your first week at [Company Name]?
  - ☑ Is there anything you found particularly helpful during your onboarding?
  - ☑ Do you have any suggestions to improve the onboarding process for future hires?
- Share information about employee benefits and available resources.



# The First Week

## For IT Team

- Ensure the new employee has access to all relevant databases and systems.
- Instruct the new employee on how to use the IT ticket system to raise requests.

## For the Manager

- Review the new employee's progress and offer feedback and guidance.
- Encourage open communication and address any concerns promptly.





# The First 30 Days

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# The First 30 Days



## For HR

- Organize regular training and virtual team building activities.
- Conduct a 30-day check-in with the new employee to assess their integration and satisfaction.
- Address any concerns or questions they might have.



## For the Manager

- Schedule a performance review to provide feedback and discuss growth opportunities.
- Continue to provide ongoing support and guidance.



WORKHARD  
ANYWHERE

IMAGE BY ANDREW BULLY

# About Esevel

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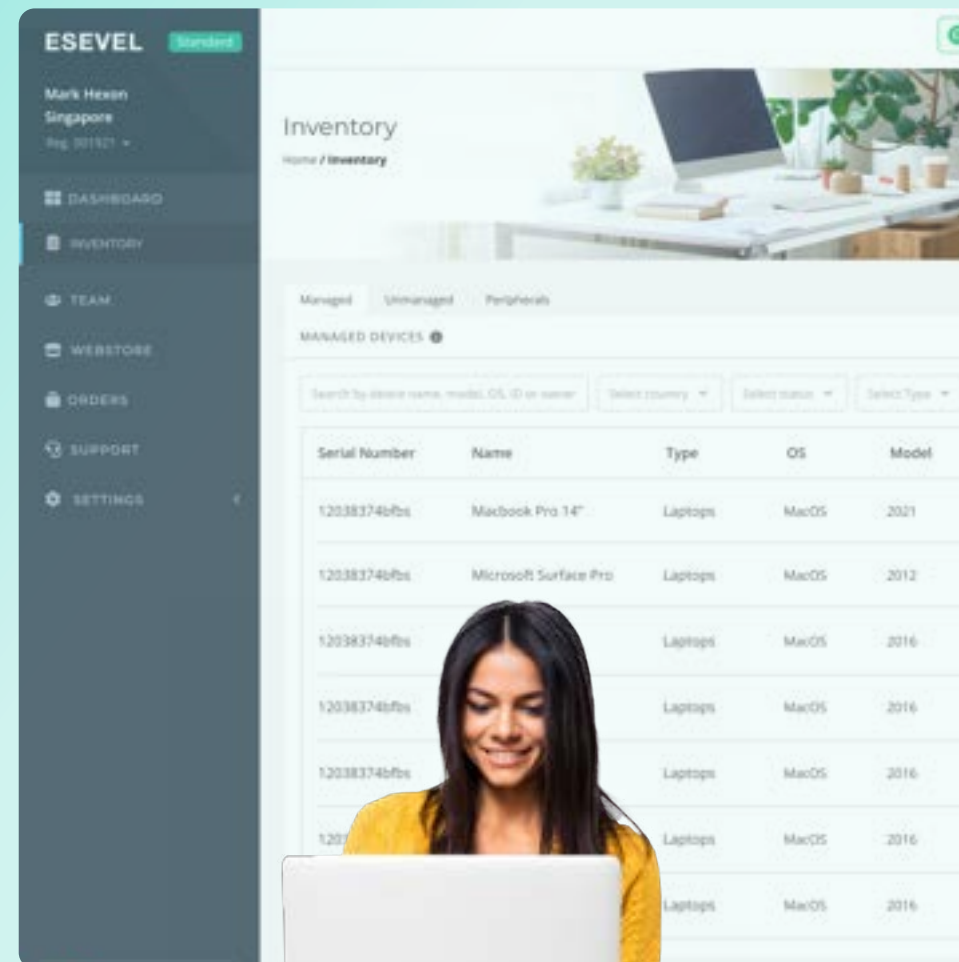
MacBook Pro

# About Esevel

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- ✓ Procure employees' laptop via marketplace of 2000+ IT devices
- ✓ Get a bird's eye view into all your devices, and track their health, security and update status.
- ✓ Stay compliant with IT security policy management and reporting
- ✓ Order support requests, laptop setups, retrievals, and more, within the countries your teams are in
- ✓ Empower admins and employees with a ticketing system and integrated Slack app

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# Thank you for reading our Remote Employee Onboarding Checklist

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