

Onboarding a remote employee successfully checklist

- Send new employees links to company culture articles and videos. If they need any documents beforehand remember to send to the employee's address.
- Schedule an individual call and review the company mission and values. Provide a meeting agenda ahead of time and send a digital copy of your employee handbook and any onboarding documentation they may need.
- Assign your new employee both a mentor and an orientation buddy and have them set up a time for a video call.
- Schedule a human resources orientation. This is where your new employees can digitally sign any HR documents, learn about benefits, and set up any accounts they may need access to.
- Host a communication orientation with IT where new hires are given tools, and passwords, are added to relevant messaging groups, email access, and time to help get acquainted with any new software they'll be using.
- Hold a team orientation and provide new teammates with links to all team documents, an organization chart, relevant contact information, team calendars, and anything else your team daily.
- Set up calls with different departments to understand better what the company does. Making sure there is enough time for new employees to ask questions.
- Encourage feedback throughout the onboarding process. Your remote employees can tell you exactly where you can improve for your next group of new hires.
- Create an individual 30/60/90 day onboarding plan with video check-ins and goals.
- Introduce your new hires to everyone on the team, for example video coffee chats.
- Conduct role-specific training. Make sure your new hire has the contact information and a video meeting with anyone they'll be working with or interacting with regularly during the onboarding process. Provide training and any necessary certifications for anyone new to the field or position.