Onboarding an employee remotely

Onboarding an employee remotely is a completely different beast. Whether your staff work from home a few days a week or are fully remote, it's crucial to shape your onboarding process to fit.

This checklist breaks down tasks to complete in day one, week one and month one.

Before your employee starts

- ☐ Create an email account and set them up with login credentials for key tools like communication or video software
- ☐ Send necessary hardware over like a laptop, mouse and keyboard, and ask your IT team to be on hand to help them set up if needed
- ☐ Organise HR paperwork and consider using an e-signature tool so employees can add their signature digitally

Day one

- ☐ Schedule a virtual orientation to introduce the company
- ☐ Get them up to speed on values and company culture – a slide deck or digital handbook can be useful visual aids
- ☐ Set up a video call with their team so everyone else can introduce themselves
- ☐ Check employees know how to use relevant communication tools

Week one

- ☐ Set up calls with other key people in the business, like the department head or employees from other teams who they will work with closely
- ☐ Book in an IT training session on any file-sharing software and security apps that need implementing (for example, password managers or anti-virus software)
- ☐ If feasible, arrange a time for the employee to come into the office or meet the team for lunch – meeting others in person can make all the difference when settling in
- ☐ Assign your new employee tasks to start working on so they aren't waiting around for direction
- ☐ Don't overwhelm them! Give them time to digest information and avoid creating Zoom fatigue

Month one

- ☐ Schedule one-to-ones in your calendar to keep onboarding a priority
- ☐ Set them up with a "buddy" on their team who can be their go-to for questions about the job
- ☐ Work with your employee to create a 30-60-90 plan, which outlines goals for the first 30, 60 and 90 days
- ☐ Identify any skills gaps where additional training would be beneficial

Like all new processes, it will take some time to iron out the kinks. Ask your employee for feedback at the end of the onboarding period and find out how the process could be improved for next time.