

Remote Onboarding Checklist

A checklist for onboarding a remote or distributed hire, from shipping equipment to virtual intros.

Ship Equipment and Set Up Remotely

- Order a laptop and peripherals to the new hire's address early
- Pre-configure the device with required software and security
- Include clear setup instructions and an IT support contact
- Confirm the equipment arrives and powers on before day one
- Offer a stipend for desk, chair, or internet if applicable
Home-office support policies vary; confirm with HR.
- Schedule a remote setup call to verify everything works

Provision Tools and Access

- Create accounts for email, chat, and video conferencing
- Grant role-based access to shared drives and project tools
- Set up single sign-on and multi-factor authentication
- Add the new hire to relevant channels and groups
- Provide a written guide to the company's main tools
- Test logins together on the first call
Catch access gaps live rather than over email.

Prepare a Virtual Welcome

- Send a warm welcome message with the first-day agenda
- Share a digital welcome pack and key links
- Assign an onboarding buddy for day-to-day questions
- Schedule a kickoff call with the manager
- Announce the new hire to the team in advance
- Mail a small welcome gift if your culture does so
A thoughtful package eases the remote distance.

Run Virtual Introductions

- Set up video introductions with the immediate team
- Schedule virtual coffee chats with key collaborators
- Introduce the new hire to cross-team partners
- Add them to recurring team meetings and rituals
- Encourage informal channels for non-work connection
- Pair them with a peer outside their direct team
Cross-team ties build belonging.

Establish Communication Norms

- Explain which tool to use for which kind of message
- Clarify expected response times and working hours
- Share time zone overlap and core collaboration hours
- Set meeting etiquette for cameras and updates
- Document where to find help and key information

- Encourage over-communication early on
When in doubt, share more in a remote setting.

Support the First Weeks

- Hold daily or frequent check-ins during week one
- Set clear early goals and a small starter task
- Provide self-paced training materials to revisit
- Watch for signs of isolation or confusion
- Gather feedback on the remote onboarding experience
- Transition to a regular one-on-one cadence
Consistent check-ins keep remote hires on track.