

REMOTE ONBOARDING WORKFLOW

Employee Integration Checklist

Form Ref: HR-ONB-2024

Employee Name: _____

Start Date: _____

Role/Title: _____

Manager/Mentor: _____

PHASE 1: PRE-BOARDING (1 Week Before)

Ship hardware (Laptop, headset, peripherals) & confirm tracking

IT Dept

Create corporate email and Slack/Teams accounts

IT Dept

Send digital "Welcome Package" and Day 1 Agenda

HR

Coordinate e-signature for legal & tax documentation

Admin

PHASE 2: DAY ONE (Orientation)

Video call: Tech setup & security protocol walkthrough

IT Dept

Team introductory meeting (Virtual Icebreaker)

Manager

Company culture, mission, and values presentation

HR

PHASE 3: WEEK ONE (Integration)

Review department OKRs and individual KPIs

Manager

Complete internal LMS / Compliance training modules

Self

1:1 "Virtual Coffee" with key cross-functional partners

Onboarding Buddy

PHASE 4: FIRST 30-90 DAYS (Ramping)

30-Day feedback survey and performance check-in

HR/Manager

Completion of first independent project milestone

Employee

90-Day full integration review and goal setting

Manager

Signature of Completion: _____ Date: _____
