**Checklist on remote onboarding**

Things to consider before the onboarding process can begin:

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| [ ]  | Do you need to create a welcome pack for your new starters?  |
| [ ]  | Do you need to create a training schedule?  |
| [ ]  | Do the new starters need work equipment (laptop, keyboard, mouse, phone, monitor)?  |
| [ ]  | If the new starters need work equipment, do these need to be ordered and sent to their homes?  |
| [ ]  | Does your IT department need to give the new starters access to company software? |
| [ ]  | Do the new starters need to be added to the company’s internal payroll? |
| [ ]  | You may need to keep up to date with the new starters to ensure they are ready for their first day. |
| [ ]  | Notify team members that they are required to join an introductory meeting with the new starters.  |

The onboarding process:

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| [ ]  | Have the new starters successfully logged on to their work equipment?  |
| [ ]  | Would you consider allowing the new starters to finish early (or start later) on their first day?  |
| [ ]  | Are there any technical issues? If so, you may need to get the IT department involved.  |
| [ ]  | Do you need to set up an introductory meeting with the new starters? (a virtual 1:2:1 at the beginning and end of the day) |
| [ ]  | Do you need to share a welcome pack with the new starters? |
| [ ]  | Do you need to assign tasks to the new starters?  |
| [ ]  | Have any virtual training sessions been set up for the new starters, and are they required to join? This should be explained to them.  |
| [ ]  | Are the new starters scheduled to have a virtual group meeting with other members of their team or the wider business? (for introductory purposes). |
| [ ]  | You may wish to encourage staff to switch on their webcams during introductory meetings. |
| [ ]  | Do you need to assign the new starters with a buddy (someone to mentor them as they get used to the business)?  |
| [ ]  | Consider keeping up the 1:2:1 sessions until the new starters have found their feet within the business.  |
| [ ]  | After the first week, would you find it beneficial to get feedback from the new starters on how the week has gone? |
| [ ]  | Do you need to start giving the new starters more responsibility as they approach their second/third week?  |
| [ ]  | After the first week of training, consider if the new starters require further training.  |
| [ ]  | Would the new starters and other team members benefit from regular weekly/monthly team-building exercises? |