

# Remote Employee Onboarding Checklist

Each time you hire a remote employee use this onboarding checklist to make sure your new hire is set up professionally and is welcomed to the team.



## DOCUMENTS & SET UP

- Time set up onboarding to go over paperwork and new hire process
- Send over a schedule of what they can expect in the next few days
- Employee folder created (paper and/or digital)
- Employee has complete W-9 and other employment documents
- Employee has provided direct deposit/bank information
- Employee has provided all relevant contact information
- Employee has received welcome packet and training documents/manual
- Employee has received a copy of the employee handbook
- Company culture documents (professional ethics, and the code of conduct)
- Give an overview of the restaurant, mission, and goals
- Compensation, vacation, sick days, benefits documents
- Job description and responsibilities
- Employee has been set up in your systems (payroll, scheduling, POS, etc)
- Employee set up with communication tools

## REMOTE NEW HIRE INTRODUCTION

- Introduction to the business and the team
- The chance for them to introduce themselves and give some background
- Have each team members go through and explain what their role is on the team
- Explain the core values, mission statement and vision statement for the company
- Give a brief overview of what they can expect in the coming weeks, especially if it involves training with other members of your team
- You can let your other team members hop off and you can walk through legal stuff, go over the paperwork required and any additional information they may need to have.
- Make sure they know their next steps

## **EMPLOYEE TRAINING**

- Department structure has been reviewed
- Department meeting flow and frequency
- Product knowledge (Set up training and overview of company product, service, etc)

## **ADDITIONAL TRAINING & CONTINUED TRAINING**

- Feedback (things to review/work on)
- Praise (positive feedback/boost confidence)
- Questions and concerns (let new manager give feedback or ask questions)
- Set performance goals
- Check-ins (one month, three months, six months)