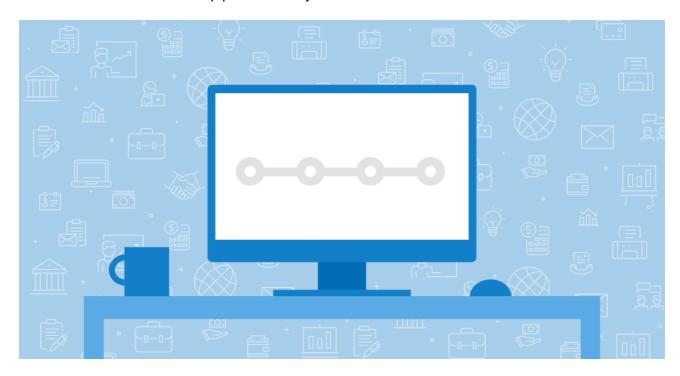
Remote Employee Onboarding Checklist

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) Make and Share Free Checklists checkli.com