

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)

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