Remote Employee Onboarding Checklist: Build Connection, Clarity, & Culture

BEFORE WE START:

Enhance your remote employee onboarding with TapWell's personalized Welcome Kits. Founded in 2015, TapWell helps HR teams build belonging from day one through custom-branded onboarding kits delivered directly to employees.

Choose from 4,000+ products across 30+ categories with your logo, packaging, and personalized notes.

👉 **Explore new joinee welcome kit**

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Pre-boarding (Before Day One)

- [ ] Send official offer letter and collect documents
- [ ] Share welcome email with joining details and agenda
- [ ] Create employee accounts (email, tools, HR portal, etc.)
- [ ] Prepare and ship employee welcome kit
- [ ] Assign onboarding buddy or mentor
- [ ] Share organization chart and key contacts
- [ ] Provide access to company handbook and policies
- [ ] Inform internal teams about new hire's joining date
- [ ] Schedule introductory calls with manager and HR
- [ ] Ensure IT device setup and delivery (laptop, accessories)

Day One

- [ ] Conduct welcome call with HR or manager
- [ ] Share company story, values, and culture
- [ ] Provide clear walkthrough of daily tools and systems
- [ ] Introduce the employee to team members
- [ ] Share first-day schedule and expectations
- [ ] Ensure all tool logins work properly
- [ ] Send a founder or leadership welcome note
- [ ] End the day with a short feedback and check-in

First Week

- [ ] Share structured 5-day onboarding plan
- [ ] Conduct tool training and workflow walkthroughs
- [ ] Clarify role responsibilities and KPIs
- [ ] Schedule daily or alternate day check-ins
- [ ] Organize meet-and-greet with cross-functional teams
- [ ] Assign small tasks or shadowing projects
- [ ] Share culture resources or videos
- [ ] Conduct end-of-week reflection and feedback

First 30 Days

- [ ] Share 30-60-90 day role plan
- [ ] Conduct weekly one-on-one manager reviews
- [ ] Set short-term performance goals
- [ ] Encourage participation in team meetings and discussions
- [ ] Provide continuous learning materials and access to LMS
- [ ] Collect feedback on the onboarding experience
- [ ] Recognize early wins publicly
- [ ] Ensure employee feels confident and settled

Tools and Resources Setup

- [ ] Communication tools (Slack, Teams, Zoom, Meet)
- [ ] Project management tools (Asana, Trello, Notion)
- [ ] Knowledge base or document hub access
- [ ] Learning platform or video library
- [ ] IT helpdesk and password manager setup
- [ ] Security training or compliance checklist

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Remote Onboarding Welcome Kit

- ☐ Company notebook and stationery
- ☐ Branded mug or water bottle
- ☐ Company T-shirt or hoodie
- ☐ Desk plant or small décor item
- ☐ Employee handbook or culture booklet
- ☐ Personalized welcome note from founder
- ☐ Snacks or wellness goodies
- ☐ Laptop sleeve or mouse pad
- ☐ Employee ID card or badge

Final HR Review

- Confirm all onboarding steps completed
- Record employee feedback
- Review tool access and permissions
- Plan for next 60-day development check-in
- Close onboarding ticket in HR system

Contact **TapWell**, India's leading corporate gifting partner

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