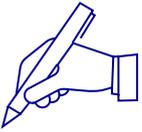




# Remote Onboarding Checklist



## Offer/pre-boarding

- Call employee to welcome them to the team, discuss the Company's response to Covid-19 and ensure they are comfortable to accept the offer remotely
- Ensure contract signed and returned (consider using DocuSign or similar)



## Homeworking

### Determine remote requirements:

- Assess workspace/workstation requirements
- Order equipment (laptop, mobile, keyboard, mouse)
- Ensure all required software loaded onto laptop
- Login details / email account and diary set up
- Network requirements (eg. VPN access)
- Carry out Covid-19 Vulnerability assessment and call to discuss
- Arrange delivery of equipment (consider hand-delivering if local, observing social distancing guidelines)
- Include set-up instructions or arrange for first day with help of IT team



## Induction Planning

- Assign a buddy
- Assign a mentor
- Book introductory meetings with key stakeholders
- Book induction sessions with other departments eg. HR, Compliance, Finance (if applicable)
- Block out time in diary for meet and greet and 1-2-1 on first day
- Book virtual team meeting(s) and social events
- Consider digital work-arounds for face-to-face induction elements (eg. video calls for meetings, screen share for job shadowing, virtual office tour, team lunch by video call)
- Prepare and send induction plan to new joiner along with copy of job description (if available)



## Before the first day

Call employee to discuss plans for first day

Send something out to welcome them to the team  
eg. card from the team, flowers, biscuits, team bios etc.)



## First Day

Ensure IT set-up complete including all required logins and system access

Run through key systems and digital tools (eg. Acturis, intranet, Microsoft Teams, Outlook)

Complete admin tasks and HR paperwork using digital tools  
for screen-sharing and signing documents (eg. Zoom / DocuSign)

Company induction (history, mission, values, culture)

Run through organisational structure (using intranet, org charts, etc.)

Hold a 1-2-1:

Clearly set out expectations for home-working  
including breaks and reporting procedures

Agree communication plan and schedule of 1-2-1s

Agree tasks to be done in 'down time'

Hold virtual team meeting

Direct employee to policies and procedures  
(cover key ones such as Working From Home Policy if you have one)