

# Checklist for Remote Onboarding

Smooth and easy onboarding is a critical start to an employee's experience with your company, whether they are 10 feet or 1,000 miles away from you. Yet when employees are miles or states away, it takes some extra prep work to make sure they get off to the best possible start. As you go through this checklist, you'll see that having a cloud-based onboarding system greatly simplifies the process.

The next time you need to onboard a remote employee, follow our checklist.



1.  Gather and ship necessary computer equipment.
2.  Ask IT to connect with the remote employee to ensure the equipment and software are working properly.
3.  Assemble and ship a welcome kit containing company swag like t-shirts, pens, coffee mugs and so on.
4.  If you have a cloud-based onboarding system, email a link to the new hire to begin onboarding at home so they can spend their first day with their team members and in training.
5.  Ask remote workers fill out HR paperwork and upload any legal documents to your online portal. Alternatively, put the paperwork in the mail.
6.  Have the remote employee read and sign off on the company handbook. This can be done electronically with a cloud-based onboarding system.
7.  Explain the communication tools you use including email, group messaging and video conferencing. Make sure your new hire has access to all these systems.
8.  Train the remote worker to use your project management software.
9.  Set up virtual meetings between the new remote worker and managers, team members and other employees.
10.  Invite the remote worker to a virtual team-building exercise.
11.  Set short- and long-term goals with the employee in your performance management software.
12.  Schedule regular virtual meetings to check in on your remote worker's progress.



Arcoro's Onboarding module can help you easily check off every item on this list. The module allows new employees to complete and upload all necessary paperwork from home, like W2s and direct deposit information, and stores them in our secure, cloud-based software. You can include

custom content, like welcome videos, messages and landing pages to get new employees acclimated to company culture and off on the right foot. Plus, it offers managers detailed reporting to track new hires' progress. Update and upscale your onboarding program with Arcoro.

For more information about Arcoro's onboarding software, [click here now.](#)