OFFER ZEN

REMOTE ONBOARDING CHECKLIST





Lock in a tech enabled process

- Automate onboarding (Kissflow, Zenefits, BambooHR)
- Enable Instant Messaging (Slack, Hangouts)
- Set up video calling access (Zoom, Hangouts, Microsoft Teams)
- Share internal knowledge library (Slab, Guru)



Integrate new-joiners

- Introduce your new company member to the wider team on their first day (IM/email/intro on a team video call)
- Invite your new team member to a remote/in-person event with the rest of the team
- Have them join a social club at the company (e.g. online gaming club, board game club, book club, meditation circle)
- Invite them to virtual coffee rooms to get to know others in the company and chat about things other than work
- Pair them with an onboarding buddy



Get your new-joiner excited

- Ship their welcome gift
- Share important culture documents
- Get team to welcome them via LinkedIn/WhatsApp
- Share essential information (email address, onboarding schedule)
- Give a virtual office tour if they are close to a hub



Provide structure to new employees

- Book meetings and induction/orientation sessions in their calendar
- Help create a best-day checklist to get the most out of each day
- Ensure team has indicated their availability in their calendars (in case your new-joiner need help or would just like to chat)
- Invite them to add onboarding goals that excite them
- Share key milestones (e.g. 1 month check-in, or their first meaningful contribution)
- Agree when onboarding officially ends e.g. after their first 3 months



Help remote employees set up their workspaces

- Ship their welcome gift
- Share important culture documents
- Get team to welcome them via LinkedIn/WhatsApp
- Share essential information (email address, onboarding schedule)
- Give a virtual office tour if they are close to a hub

Finally, gather feedback and keep iterating.

OFFER ZEN