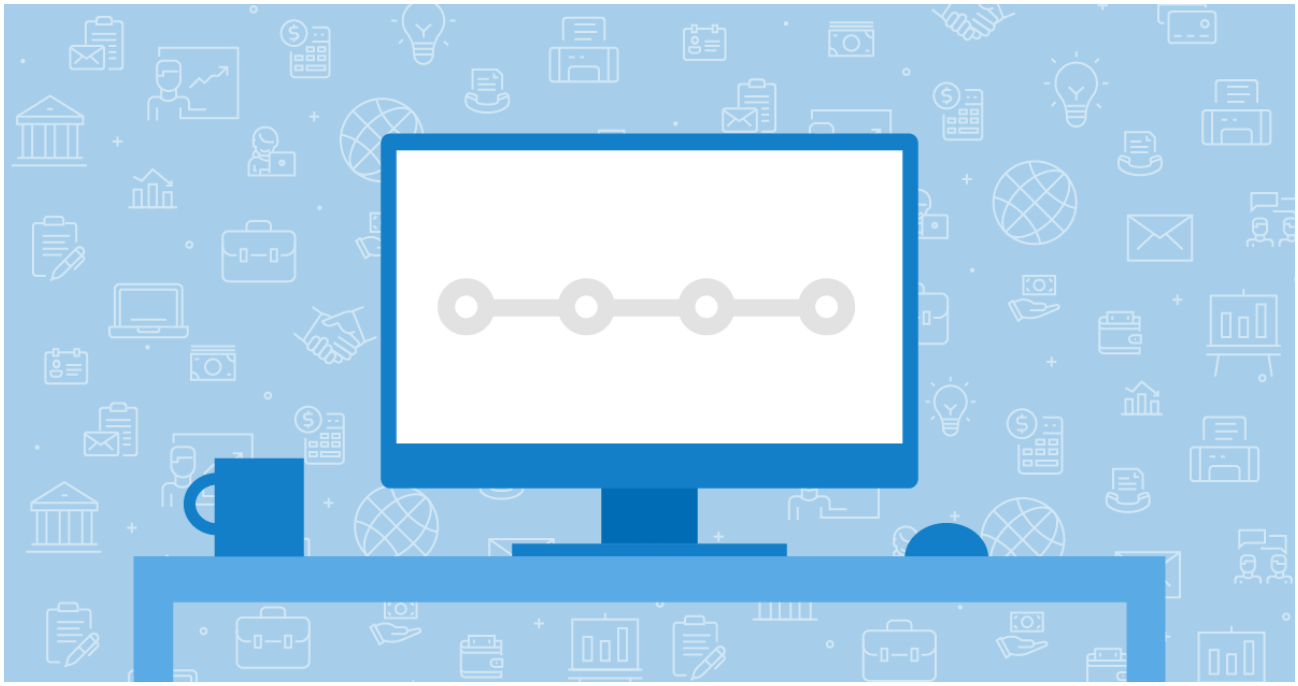
Remote Employee Onboarding Checklist

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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