

# Template: Remote Employee Onboarding Checklist

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Based on Article: "How to Create Engaging Onboarding Programs for Remote Employees"

Website: <https://remotesuccesshub.com/>

A practical checklist for creating an engaging onboarding program for remote employees to ensure a smooth transition and increased retention.

## Checklist Items:

### 1. Define Role Outcomes

Write three measurable outcomes that the new hire should achieve by Day 30, Day 60, and Day 90. This will clarify expectations and provide direction.

Reference Section: Core principles for designing engaging remote onboarding

### 2. Map Resources

Identify and map the people, systems, and documents the new hire will need to achieve each outcome. Ensure they know who to approach for help.

Reference Section: Core principles for designing engaging remote onboarding

### 3. Create Role-Specific Checklists

Develop checklists tailored to the role that unlock as milestones are met. This helps track progress and maintain motivation.

Reference Section: Core principles for designing engaging remote onboarding

### 4. Implement a Buddy System

Pair the new hire with a buddy for daily 15-minute touchpoints during their first week. This fosters connection and eases integration into the team.

Reference Section: Prioritize social integration and psychological safety

### 5. Schedule Weekly Check-Ins

Conduct weekly check-ins during the first month to boost the new hire's comfort and provide opportunities for feedback.

Reference Section: Engagement, community, and mentorship strategies

### 6. Provide Interactive Learning Resources

Utilize interactive and engaging content like self-paced courses, gamified challenges, or VR simulations to enhance learning.

Reference Section: What ambitious remote professionals need from onboarding

### 7. Establish Welcome Rituals

Create bold welcome activities, such as team showcases or presentations within the first week, to make new hires feel valued and welcomed.

Reference Section: Prioritize social integration and psychological safety

### 8. Collect Feedback Post-Onboarding

Schedule a post-onboarding survey to gather rapid feedback on the onboarding experience. Use this information to improve future programs.

Reference Section: Measuring success and iterating the program