



Remote Employee Onboarding Template

Please feel free to customize this template any way you want - add names for owners, add more tasks, etc.

(Click File → Make a Copy and get started.)

Pre-boarding

Task	Owner	Timeline	Notes
Send offer letter and collect documents	HR	Immediately after offer acceptance	Include tax forms, ID requirements, bank details
Ship equipment	IT	Within 48 hours of signed offer	Laptop, accessories, welcome kit
Create user accounts	IT	Before Day 1	Email, Slack, Zoom, HRIS, LMS
Share onboarding schedule	HR	3–5 days before start	Include meetings, training sessions, buddy call
Assign onboarding buddy	HR / Team Lead	2–3 days before start	Choose someone from the same team or role

Day 1

Task	Owner	Timeline	Notes
Host welcome call	HR	First thing on Day 1	Introduce company story, mission, values
Intro to the team	Manager	Day 1	Can be live or via async videos
Walkthrough key systems	IT / HR	Day 1	Email, calendar, Slack, Zoom, internal tools
Share remote work policy	HR	Day 1	Include expectations on communication, hours,

			availability
Kick off buddy relationship	Buddy	Day 1	Set up a short informal call

Week 1

Task	Owner	Timeline	Notes
Begin role-specific training	Manager / Team	Days 2–5	Use LMS or live sessions
Set short-term goals	Manager	End of Week 1	Clarify first responsibilities
Schedule end-of-week check-in	Manager	Day 5	Feedback on onboarding experience
Invite to virtual social events	HR / Buddy	Week 1	Encourage connection beyond work

Weeks 2-4

Task	Owner	Timeline	Notes
Assign a low-risk project	Manager	Week 2	Should reflect real responsibilities
Gather feedback on systems/tools	HR	Week 3	Quick pulse check
Hold check-in on role clarity	Manager	End of Week 3	Clarify expectations, ask what's unclear
Encourage cross-team intros	Buddy / HR	Week 4	Introduce to adjacent teams

30-60-90 Days

Milestone	Focus	Key Actions
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Day 30	Confidence	Review early wins, address challenges, document goals
Day 60	Competence	Take ownership of key tasks, work independently
Day 90	Contribution	Align with team OKRs, participate in performance review

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Need an Employee Onboarding Template that includes clear-cut responsibility for each task? [Grab it Now.](#)