

Checklist to onboard and induct employees who are working remotely



**Victorian
Public Sector
Commission**

Check the [how to onboard and induct employees who are working remotely guide](#) for full advice

All stages

- I've checked my organisation's onboarding policies and asked HR if it's okay to adjust them for my process
- I know what a [protected attribute](#) is and offered [reasonable adjustments](#) if they need them
- I've checked my approach and technology will allow them to fulfil the inherent requirements of the role
- I've embedded diversity and inclusion in my process and have asked my new employee what they need to be successful in their role

1 month before they start

- I've checked how they like to communicate
- I've checked if they need information in different or accessible formats
- I've sent them information about what tools we use in the team to work remotely
- I've asked them to let me know if they need any workplace adjustments
- I've spoken with HR about completing new starter forms online
- I've checked if they need any equipment and worked out how to get it to them
- I've arranged for IT to install the right software on their device and set up their logins

The week before they start

- I've given them a call and confirmed any reasonable adjustments or support they may need
- I've assigned them a remote buddy to support them as they settle in
- I've set up meet and greets with my team members and anyone else they're working with

On their first day

- I've made a list of things to do to welcome them on their first day
- I've made a list of helpful advice to send them and read through
- I've set aside time to help them set up and check everything works
- I've let them have space so I don't overload them with information

By the end of their first week

- I've set clear expectations around their work, hours and work–life balance
- I've discussed probation (if applicable) and set up formal meetings to discuss performance
- I've assessed their OHS and told them about the EAP and other available supports
- I've confirmed they've read and understood the public sector values and code of conduct
- I've discussed their learning and development need and have set up a regular check-in with them
- I've introduced them to the whole organisation and what each area does
- I've sent them my organisation's strategic plan and set up a time to talk them through how their work relates to it



During their probation period

- I've set up regular catchups with them during their probation to give them the support they need to succeed
- I've helped them develop and sign off their PDP

