

EMPLOYEE ONBOARDING CHECKLIST

Remote & Hybrid Employees

Note: Includes WHS home-office obligations and Right to Disconnect provisions (Fair Work Act 2009, amended 2024).

Status key: Not started ▸ In Progress Completed

PRE-BOARDING — Equipment & Access Setup

Task / Action Item	Responsible	Timing	Done
Collect TFN Declaration, super choice, and bank details digitally	Manager	2 days	

DAY 1 — Virtual Welcome

Task / Action Item	Responsible	Timing	Done
Issue employee handbook and company policies (digital copies)	Manager	Day 1 AM	

WEEK 1 — Remote Orientation

Task / Action Item	Responsible	Timing	Done
First 1-on-1 with manager: goals, priorities, support needed	Manager	Week 1	

DIGITAL TOOLS & PLATFORM SETUP

Task / Action Item	Responsible	Timing	Done
Cybersecurity and phishing awareness training completed	Employee	Week 1	

REMOTE WHS & COMPLIANCE

Task / Action Item	Responsible	Timing	Done
Privacy and data handling obligations for home-based work explained	HRIS	Week 1	

30 / 60 / 90-DAY VIRTUAL CHECK-INS

Task / Action Item	Responsible	Timing	Done
Confirm remote onboarding experience feedback submitted	Manager	Day 90	