Online Onboarding Orientation Checklist

Dear [Employee Name],

Welcome to [Company Name]! We are excited to have you on board. Please find below the checklist to help you navigate through your online onboarding orientation.

Orientation Checklist:

- **Review Company Policies:** Visit the employee handbook and familiarize yourself with our policies.
- **Complete Required Documentation:** Fill out and submit all necessary forms.
- **Set Up Your Workspace:** Ensure your home office is set up and equipped as per company standards.
- **Attend Orientation Webinar:** Join the scheduled orientation session on [Date & Time].
- **Meet Your Team:** Schedule one-on-one introductions with team members via [Platform/Tool].
- **Access Training Resources:** Review materials available in the learning portal.
- **Schedule a Check-in:** Set up a meeting with your manager to discuss goals and expectations.

If you have any questions or need further assistance, please do not hesitate to reach out to your HR representative.

Best Regards,
[Your Name]
[Your Position]
[Company Name]