



REMOTE WORK <

ESSENTIALS FOR NEW EMPLOYEES

- Laptop and laptop stand
- Mouse and keyboard
- 1080 webcam & quality microphone
- Company swag (coffee mug, t-shirt, Yeti, backpack, etc.)
- Provide company directory
- Notebooks, pens, and sticky notes
- Provide clear training of communication tools
- Culture and values introduction or presentation
- Cover employee handbook/policies
- A step-by-step plan for the first two weeks (or longer)
- Discuss role & responsibilities
- Outline goals for the first 30, 60, and 90 days