



REMOTE HIRING GUIDE & CHECKLIST

A simple step-by-step guide to help you prepare for a successful remote hire.

Hiring the right remote team member starts with a clear plan. Use this checklist to stay organized throughout the hiring process.

Prepare Your Business

Before we begin sourcing candidates, make sure you have a clear understanding of your business and hiring needs.

- ☐ Write a brief overview of your business.
- ☐ Identify why you're hiring.
- ☐ Define the goals for this role.
- ☐ Decide what success looks like after 30–90 days.

Define the Role

A clear job description helps us find the best candidates for your business.

- ☐ Choose the job title.
- ☐ List the primary responsibilities.
- ☐ Outline daily and weekly tasks.
- ☐ List the required skills and experience.
- ☐ Decide if the position is full-time, or part-time.

Interview Candidates

We'll present qualified candidates for you to interview.

- ☐ Prepare a few interview questions.
- ☐ Evaluate communication skills and experience.
- ☐ Consider how well the candidate fits your team and culture.
- ☐ Select the candidate you'd like to hire.

Confirm your Hire

Once you've selected your candidate, we'll finalize everything before they begin.

- ☐ Select your preferred candidate.
- ☐ Review and sign the service agreement/contract.
- ☐ Confirm the candidate's official start date.

Complete Payment

Before your new team member begins:

- ☐ Complete the initial payment.
- ☐ Confirm your team member's official start date.
- ☐ Prepare the tools, software, and accounts your new team member will need.

Define the Role

You'll meet with your Campaign Manager and your new team member to ensure everyone is aligned from day one.

- ☐ Introduce your business and explain what you do.
- ☐ Review the role, responsibilities, and daily tasks.
- ☐ Share your SOPs, training materials, and resources.
- ☐ Walk through the tools and systems they'll be using.
- ☐ Confirm communication channels, work schedule, and expectations for the first week.

Ongoing Support

At Talent Lab, our support doesn't end after onboarding. We're here to help you and your new hire succeed.

We'll schedule a follow-up check-in with you, your new hire, and your Campaign Manager to:

- Review your new hire's progress.
- Discuss feedback and any areas for improvement.
- Align on goals and expectations.
- Answer questions and address any concerns.
- Ensure your remote team continues to thrive.

Thank you for choosing Talent Lab as your remote staffing partner. We're excited to help you build a reliable, high-performing team.

Questions?

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The Talent Lab

Building great teams, one hire at a time.