Onboarding Process Template

| PRIOR TO START | FRIST DAY | FRIST WEEK | FRIST MONTH |
|--|---|---|--|
| and time Discuss relation Discuss dress code Provide link to company / department anboarding webpage Build Welcome Packet Confirm receipt of all | Welcome upon arrival and guide to workstation Delivery and review Welcome Packet Discuss break / meal policies Introduce designated coworker resource Confrim receipt and Functional of passkeys Connect with HR to complete | Ask how frist week went Assist with questions Review training schedule Review technology Functionality Discuss company culture and work style Discuss Current projects and cyclica processes Review company mission statement, vision, and policies | Assess need for weekly or bi weekly meetings Answer any questions Set short and long-team goals Answer any questions |
| background check completion | any further paperwork Review Portal Sign Offer Letter Ceptance Spare work station / area for passkey and ID Ser email and phone setup dere any hardware, ffwzre, peripherais, etc. Setup Review Technology Acceptable Use policies Assist with online directory setup | | FRIST THREE MONTHS |
| Prepare work station / area Order passkey and ID Order email and phone setup Ordere any hardware, software, peripherais, etc. Enroll new hire in HR brienfing, orientation etc. Schedule any pertinent | | | Performance review Review short and long-team goals Answer any questions |

Sample Onboarding Process Document

Siddhartha Bhattacharyya, Jyoti Sekhar Banerjee, Debashis De **Sample Onboarding Process Document:**

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