Onboarding Process Template

PRIOR TO START	FRIST DAY	FRIST WEEK	FRIST MONTH
○ Call to confim star date and time ○ Discuss relation ○ Discuss dress code ○ Provide link to company / department anboarding webpage ○ Build Welcome Packet ○ Confirm receipt of all recruitment paperwork and background check completion ○ Confirm Offer Letter receipt / acceptance ○ Prepare work station / area ○ Order passkey and ID ○ Order email and phone setup ○ Ordere any hardware, softwzre, peripherals, etc. ○ Enroll new hire in HR briefing, orientation etc. ○ Schedule any pertinent	○ Welcome upon arrival and gside to workstation ○ Delivery and review Welcome Packet ○ Discuss break / meal policies ○ Introduce designated coworker resource ○ Confirm receipt and Functional of passkeys ○ Connect with HR to complete any further paperwork ○ Review Portal ○ Sign Offer Letter ○ Review software, hardware technology, printers, etc. ○ Confirm email and phone Setup ○ Review Technology Acceptable Use policies ○ Assist with online directory setup ○ Make further introductions ○ Conduct or schedule tours	○ 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

FRIST THREE MONTHS

○ Performance review
○ Review short and long-team
○ goals
   Answer any questions

Sample Onboarding Plan Templates

SA Adler

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