

# Onboarding Process Template

PRIOR TO START	FRIST DAY	FRIST WEEK	FRIST MONTH
<ul style="list-style-type: none"> <li>○ Call to confirm star date and time</li> <li>○ Discuss relation</li> <li>○ Discuss dress code</li> <li>○ Provide link to company / department onboarding webpage</li> <li>○ Build Welcome Packet</li> <li>○ Confirm receipt of all recruitment paperwork and background check completion</li> <li>○ Confirm Offer Letter receipt / acceptance</li> <li>○ Prepare work station / area</li> <li>○ Order passkey and ID</li> <li>○ Order email and phone setup</li> <li>○ Ordere any hardware, softwazre, peripherals, etc.</li> <li>○ Enroll new hire in HR briefing, orientation etc.</li> <li>○ Schedule any pertinent</li> </ul>	<ul style="list-style-type: none"> <li>○ Welcome upon arrival and guide to workstation</li> <li>○ Delivery and review Welcome Packet</li> <li>○ Discuss break / meal policies</li> <li>○ Introduce designated coworker resource</li> <li>○ Confrim receipt and Functional of passkeys</li> <li>○ Connect with HR to complete any further paperwork</li> <li>○ Review Portal</li> <li>○ Sign Offer Letter</li> <li>○ Review software, hardware technology, printers, etc.</li> <li>○ Confrim email and phone Setup</li> <li>○ Review Technology Acceptable Use policies</li> <li>○ Assist with online directory setup</li> <li>○ Make further introductions</li> <li>○ Conduct or schedule tours</li> </ul>	<ul style="list-style-type: none"> <li>○ Ask how frist week went</li> <li>○ Assist with questions</li> <li>○ Review training schedule</li> <li>○ Review technology Functionality</li> <li>○ Discuss company culture and work style</li> <li>○ Discuss Cument projects and cycilca processes</li> <li>○ Review company mission statement, vision, and policies</li> </ul>	<ul style="list-style-type: none"> <li>○ Assess need for weekly or bi-weekly meetings</li> <li>○ Answer any questions</li> <li>○ Set short and long-team goals</li> <li>○ Answer any questions</li> </ul>
			<b>FRIST THREE MONTHS</b> <ul style="list-style-type: none"> <li>○ Performance review</li> <li>○ Review short and long-team goals</li> <li>○ Answer any questions</li> </ul>

# Sample Onboarding Process Document

**G Thomas**



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