

Onboarding Process Template

PRIOR TO START	FRIST DAY	FRIST WEEK	FRIST MONTH
○ Call to confirm star date and time ○ Discuss relation ○ Discuss dress code ○ Provide link to company / department onboarding 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 ○ Order any hardware, software, peripherals, etc. ○ Enroll new hire in HR briefing, orientation etc. ○ Schedule any pertinent	○ Welcome upon arrival and guide 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 first 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-term goals ○ Answer any questions
			FRIST THREE MONTHS
			○ Performance review ○ Review short and long-team goals ○ Answer any questions

Sample Onboarding Process Document

AW Rasmussen



Sample Onboarding Process Document:

Decoding **Sample Onboarding Process Document**: Revealing the Captivating Potential of Verbal Expression

In a time characterized by interconnectedness and an insatiable thirst for knowledge, the captivating potential of verbal expression has emerged as a formidable force. Its ability to evoke sentiments, stimulate introspection, and incite profound transformations is genuinely awe-inspiring. Within the pages of "**Sample Onboarding Process Document**," a mesmerizing literary creation penned by way of a celebrated wordsmith, readers attempt an enlightening odyssey, unraveling the intricate significance of language and its enduring impact on our lives. In this appraisal, we shall explore the book's central themes, evaluate its distinctive writing style, and gauge its pervasive influence on the hearts and minds of its readership.

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