

# 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>○ Order any hardware, software, 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>○ Confirm 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>○ Confirm 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 first 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 Current projects and cyclica 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-term goals</li> <li>○ Answer any questions</li> </ul> <div data-bbox="1377 729 1773 863" style="background-color: #800000; color: white; padding: 5px; text-align: center;"> <b>FRIST THREE MONTHS</b> </div> <ul style="list-style-type: none"> <li>○ Performance review</li> <li>○ Review short and long-term goals</li> <li>○ Answer any questions</li> </ul>

# Sample Onboarding Process Document

**JR Anderson**



**Sample Onboarding Process Document:**

## Unveiling the Magic of Words: A Review of "**Sample Onboarding Process Document**"

In some sort of defined by information and interconnectivity, the enchanting power of words has acquired unparalleled significance. Their power to kindle emotions, provoke contemplation, and ignite transformative change is really awe-inspiring. Enter the realm of "**Sample Onboarding Process Document**," a mesmerizing literary masterpiece penned with a distinguished author, guiding readers on a profound journey to unravel the secrets and potential hidden within every word. In this critique, we shall delve into the book's central themes, examine its distinctive writing style, and assess its profound effect on the souls of its readers.

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