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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

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