

Onboarding Process Template

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

Employee Onboarding Guide Template

Yicheng Fang



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