

NEW HIRE TIMELINE

Your First Day



ORIENTATION

Welcome aboard! Report to HR for your orientation session. You'll also receive your employee ID card.



DEPARTMENT TOUR

Meet your new team members and tour the department. You will be shown to your cubicle and given the opportunity to settle in.



1:1 WITH MANAGER

It's time to sit down for a one-on-one with your manager to discuss your first day and any questions you may have.



REVIEW

Check in with HR to review your first day and address any questions.

9 AM

10 AM

11 AM

12 PM

1 PM

2 PM

3 PM

5 PM



ONBOARDING

Read your onboarding manual—it's full of valuable information to help you learn the ropes.



LUNCH

Most employees break in the cafeteria. There's also a great cafe across the street where you can grab a sandwich.



SHADOWING

You will have the chance to shadow one of your team members and learn more about the projects you will be involved with.



END OF DAY

You've completed your first day! Congratulations and best of luck in your position!

How To Write A Timeline Report

Tage C. Tracy



How To Write A Timeline Report:

Discover tales of courage and bravery in Explore Bravery with is empowering ebook, **How To Write A Timeline Report** . In a downloadable PDF format (PDF Size: *), this collection inspires and motivates. Download now to witness the indomitable spirit of those who dared to be brave.

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How To Write A Timeline Report Introduction

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