NEW HIRE TIMELINE

Your First Day

TO AM

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ORIENTATION

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



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



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.



LUNCH

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



1:1 WITH MANAGER

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



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



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



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

How To Write A Timeline Report

Yicheng Fang

How To Write A Timeline Report:

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