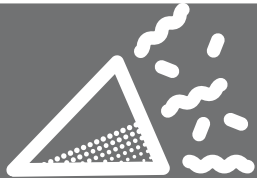
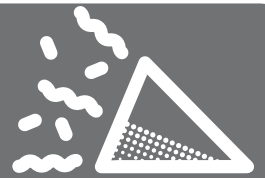


During the first several months, new team members will decide to either stay or leave. Therefore, it is critical to create an onboarding plan that is thought out, organized, informative, engaging, and personalized. Onboarding starts before their first day and continues throughout their first year. This page will provide an basic onboarding plan to get you started on creating your own, unique plan.



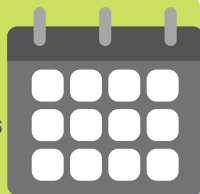
Congratulations!



From: Recruiter | Supervisor | Team Members

Plan & Prepare

- Brainstorm Initial Assignments
- List Out Needed Trainings
- Determine Mentor/Buddy
- Review & Update Polices & Handbook
- Brainstorm & Order Equipment
- Create Welcome Package
- Create Specific Employee Onboarding Documents



Week Before First Day

- Setup Workstation
- Setup Technology
- Gather Paperwork



First Day!

- Complete Paperwork & Review Handbook and Policies
- Office Tour
- Company Overview
- Welcome Event
- Project/Job Expectation Overviews



Check-ins

- Schedule Goal Setting Meeting- Mentor
- Schedule Buddy Meeting - Buddy
- Schedule 30.60.90 Reviews

