**[](https://goo.gl/KUKg7S)Onboarding Process Template**

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| PRIOR TO START | FIRST DAY | FIRST WEEK | FIRST MONTH |
| * Call to confirm start date and time * Discuss relocation * Discuss dress code * Provide link to company / department onboarding webpage * Build welcome packet * Confirm receipt of all recruitment paperwork and background-check completion * Confirm offer Letter receipt / acceptance * Prepare work station / area * Order passkey and ID * Order email and phone setup * Order any hardware, software, peripherals, etc. * Enroll new hire in HR briefing, orientation, etc. * Schedule any pertinent training sessions | * Welcome upon arrival and guide to workstation * Deliver and review welcome packet * Discuss break / meal policies * Introduce designated coworker resource * Confirm receipt and functionality of passkeys * Connect with HR to complete any further paperwork * Review portal * Sign offer Letter * Review software, hardware, technology, printers, etc. * Confirm email and phone setup * Review technology acceptable use policies * Assist with online directory setup * Make further introductions * Conduct or schedule tours | * Ask how first week went * Assist with questions * Review training schedule * Review technology functionality * Discuss company culture and work style * Discuss current projects and cyclical processes * Review company mission statement, vision, and policies | * Assess need for weekly or bi-weekly meetings * Answer any questions * Set short and long-term goals * Answer any questions |
| FIRST THREE MONTHS |
| * Performance review * Review short and long-term goals * Answer any questions |