**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
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