**[A blue and white sign

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| **Employee** |  | |
| **Job Title** |  | |
| **Department** |  | |
| **Hiring Manager** |  | |
| **Start Date** |  | |
| **Remote / In-Office Status** |  | |
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| Preboarding Phase | | |
| **Objective** | **Description** | |
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| **Role** | **Responsibility** | |
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| Orientation Phase | | |
| **Objective** | **Description** | |
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| **Timeframe** | **Key Focus Area** | **Owner** |
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| Integration Phase | | |
| **Timeframe** | **Objective** | **Description** |
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| **Timeframe** | **Milestones** | **Owner** |
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| Next Steps (Beyond 90 Days) | | |
| **Goal** | **Actions** | **Owner** |
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