**New Hire Onboarding Plan Template Example**

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| **Employee** | Krista Ahmed |
| **Job Title** | Marketing Analyst |
| **Department** | Marketing  |
| **Hiring Manager** | Leigh Gibbs |
| **Start Date** | MM/DD/YY |
| **Remote / In-Office Status** | Hybrid (3 days in-office, 2 days remote) |
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| Preboarding Phase |
| **Objective** | **Description** |
| Prepare employee for their first day. | Ensure they have all necessary tools, paperwork, and company information. |
| Establish a positive first impression. | Send a welcome email, introduce key contacts, and provide preboarding resources. |
| Set up necessary systems. | IT and HR should ensure that technology, payroll, and system access are ready. |
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| **Role** | **Responsibility** |
| Information Technology | Set up email, laptop, software access, and accounts. |
| Hiring Manager | Assign a mentor, prepare a first-week schedule, and inform the team. |
| Buddy or Mentor | Introduce yourself, share valuable resources, and be available for questions. |
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| Orientation Phase |
| **Objective** | **Description** |
| Familiarize employee with company culture. | Introduce mission, values, and key policies. |
| Provide structured training. | Set clear job expectations and start onboarding modules. |
| Encourage engagement and connection. | Help the employee build relationships within the team. |
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| **Timeframe** | **Key Focus Area** | **Owner** |
| First day | Welcome session, IT setup, office tour | HR, IT, Manager |
| First week | Job expectations, team intros, training | Manager |
| End of week one | Check-in with manager and buddy | Manager, Buddy |
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| Integration Phase |
| **Timeframe** | **Objective** | **Description** |
| 30 days | Understand initial role. | Complete job training. |
| 60 days | Increase ownership. | Take on tasks; seek peer feedback. |
| 90 days | Fully integrate into the company. | Performance review; discuss goals. |
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| **Timeframe** | **Milestones** | **Owner** |
| 30 days | Understand role responsibilities; complete training and initial performance check-in. | Manager |
| 60 days | Increase ownership of tasks; receive peer feedback; continue development. | Manager, HR |
| 90 days | Conduct performance review; discuss long-term goals; assess onboarding experience. | Manager, HR |

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| Next Steps (Beyond 90 Days) |
| **Goal** | **Actions** | **Owner** |
| Continued professional development | Assign additional training, mentorship, or learning resources. | Manager |
| Career growth planning | Set short-term and long-term career goals. | Manager, Employee |
| First formal performance review | Conduct a six-month or one-year review. | HR, Manager |

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