



Pre-Arrival

- 1. Offer Acceptance**
 - Confirm offer acceptance.
 - Send a welcome email with crucial information.
- 2. Documentation**
 - Send and receive a signed offer letter.
 - Send employee handbook and company policies.
 - Gather necessary personal information (e.g., Social Security number, bank details for payroll).
- 3. Workspace Preparation**
 - Prepare a workstation with the necessary equipment (computer, phone, office supplies).
 - Set up email accounts and other necessary software accounts.
 - Ensure access to necessary systems and tools.
 - Provide building access/security badge.
- 4. First-Day Agenda**
 - Send a first-day agenda, including meetings, introductions, and lunch plans.
- 5. Welcome Kit**
 - Prepare a welcome kit (company swag, notepad, pen, etc.).

First Day

- 1. Orientation**
 - Welcome meeting with HR.
 - Tour of the office/building.
 - Introduce to key staff and team members.
- 2. Paperwork**
 - Complete and collect new hire paperwork (W-4, I-9, direct deposit forms).
- 3. Technology Setup**
 - Set up computer and phone.
 - Set up email, calendar, and any other required accounts.

- Ensure access to necessary systems and software.
- 4. **Company Overview**
 - Present company mission, vision, and values.
 - Overview of the company's products or services.
 - Review of organizational structure.
- 5. **Team Introduction**
 - Introduction to team members and key stakeholders.
 - Overview of the team's goals and projects.

First Week

1. **Role-Specific Training**
 - Detailed overview of job responsibilities.
 - Training on tools and systems specific to the role.
 - Introduction to ongoing projects and expectations.
2. **Meetings**
 - One-on-one meetings with the direct manager.
 - Meetings with team members to understand workflows and collaboration.
3. **Company Policies and Procedures**
 - Review company policies (e.g., dress code, work hours, remote work policy).
 - Overview of HR policies (e.g., time off, benefits, performance reviews).
4. **Compliance Training**
 - Complete mandatory compliance training (e.g., sexual harassment, data privacy, workplace safety).
5. **Feedback**
 - Check-in meeting with HR to address immediate concerns or questions.

First Month

1. **Performance Goals**
 - Set initial performance goals with the manager.
 - Discuss key performance indicators (KPIs) and success metrics.
2. **Continued Training**
 - Participate in additional training sessions as needed.
 - Schedule regular check-ins with the manager for feedback and support.
3. **Mentorship**
 - Assign a mentor or buddy to help navigate company culture and processes.
4. **Networking**
 - Encourage participation in team meetings and company events.

- Facilitate introductions to cross-functional teams.

First 90 Days

1. Performance Review

- Conduct a 30-day and 60-day check-in meeting with the manager to review progress and provide feedback.

2. Goal Setting

- Revisit and adjust performance goals as needed.
- Discuss long-term career development plans.

3. Engagement

- Encourage participation in company culture activities.
- Solicit feedback on the onboarding process and make improvements.

4. Continued Support

- Ensure ongoing support from HR and the direct manager.
- Regularly scheduled one-on-one meetings to address any ongoing concerns or questions.