

# Onboarding Process Template

PRIOR TO START	FIRST DAY	FIRST WEEK	FIRST MONTH
<ul style="list-style-type: none"> <li>o Call to confirm start date and time</li> <li>o Discuss relocation</li> <li>o Discuss dress code</li> <li>o Provide link to company / department onboarding webpage</li> <li>o Build Welcome Packet</li> <li>o Confirm receipt of all recruitment paperwork and background check completion</li> <li>o Confirm Offer Letter receipt / acceptance</li> <li>o Prepare work station / area</li> <li>o Order paskey and ID</li> <li>o Order email and phone setup</li> <li>o Order any hardware, software, peripherals, etc.</li> <li>o Enroll new hire in HR briefing, orientation, etc.</li> <li>o Schedule any pertinent training sessions</li> </ul>	<ul style="list-style-type: none"> <li>o Welcome upon arrival and guide to workstation</li> <li>o Deliver and review Welcome Packet</li> <li>o Discuss break / meal policies</li> <li>o Introduce designated coworker resource</li> <li>o Confirm receipt and functionality of paskeys</li> <li>o Connect with HR to complete any further paperwork</li> <li>o Review Portal</li> <li>o Sign Offer Letter</li> <li>o Review software, hardware, technology, printers, etc.</li> <li>o Confirm email and phone setup</li> <li>o Review Technology Acceptable Use policies</li> <li>o Assist with online directory setup</li> <li>o Make further introductions</li> <li>o Conduct or schedule tours</li> </ul>	<ul style="list-style-type: none"> <li>o Ask how first week went</li> <li>o Assist with questions</li> <li>o Review training schedule</li> <li>o Review technology functionality</li> <li>o Discuss company culture and work style</li> <li>o Discuss current projects and cyclical processes</li> <li>o Review company mission statement, vision, and policies</li> </ul>	<ul style="list-style-type: none"> <li>o Assess need for weekly or bi-weekly meetings</li> <li>o Answer any questions</li> <li>o Set short and long-term goals</li> <li>o Answer any questions</li> </ul>
			<div data-bbox="1377 735 1810 845" style="background-color: #800000; color: white; padding: 5px; text-align: center;"><b>FIRST THREE MONTHS</b></div> <ul style="list-style-type: none"> <li>o Performance review</li> <li>o Review short and long-term goals</li> <li>o Answer any questions</li> </ul>

# Sample Onboarding Process Document

**CO Houle**



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## **Table of Contents Sample Onboarding Process Document**

1. Understanding the eBook Sample Onboarding Process Document
  - The Rise of Digital Reading Sample Onboarding Process Document
  - Advantages of eBooks Over Traditional Books
2. Identifying Sample Onboarding Process Document
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Sample Onboarding Process Document
  - User-Friendly Interface
4. Exploring eBook Recommendations from Sample Onboarding Process Document
  - Personalized Recommendations
  - Sample Onboarding Process Document User Reviews and Ratings
  - Sample Onboarding Process Document and Bestseller Lists
5. Accessing Sample Onboarding Process Document Free and Paid eBooks
  - Sample Onboarding Process Document Public Domain eBooks
  - Sample Onboarding Process Document eBook Subscription Services

- Sample Onboarding Process Document Budget-Friendly Options
- 6. Navigating Sample Onboarding Process Document eBook Formats
  - ePub, PDF, MOBI, and More
  - Sample Onboarding Process Document Compatibility with Devices
  - Sample Onboarding Process Document Enhanced eBook Features
- 7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Sample Onboarding Process Document
  - Highlighting and Note-Taking Sample Onboarding Process Document
  - Interactive Elements Sample Onboarding Process Document
- 8. Staying Engaged with Sample Onboarding Process Document
  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Sample Onboarding Process Document
- 9. Balancing eBooks and Physical Books Sample Onboarding Process Document
  - Benefits of a Digital Library
  - Creating a Diverse Reading Collection Sample Onboarding Process Document
- 10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
- 11. Cultivating a Reading Routine Sample Onboarding Process Document
  - Setting Reading Goals Sample Onboarding Process Document
  - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Sample Onboarding Process Document
  - Fact-Checking eBook Content of Sample Onboarding Process Document
  - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
  - Utilizing eBooks for Skill Development
  - Exploring Educational eBooks
- 14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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