

Onboarding Process Template

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

Sample Onboarding Process Document

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Sample Onboarding Process Document:

Decoding **Sample Onboarding Process Document**: Revealing the Captivating Potential of Verbal Expression

In an era characterized by interconnectedness and an insatiable thirst for knowledge, the captivating potential of verbal expression has emerged as a formidable force. Its ability to evoke sentiments, stimulate introspection, and incite profound transformations is genuinely awe-inspiring. Within the pages of "**Sample Onboarding Process Document**," a mesmerizing literary creation penned by a celebrated wordsmith, readers embark on an enlightening odyssey, unraveling the intricate significance of language and its enduring affect our lives. In this appraisal, we shall explore the book is central themes, evaluate its distinctive writing style, and gauge its pervasive influence on the hearts and minds of its readership.

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