

## The Most Stellar Onboarding Schedule to Impress New Hires in 3 Days

Day 1: \_\_\_\_\_  
(Date)

Time:

- \_\_\_\_\_ Introductions to the team over coffee and a simple breakfast
- \_\_\_\_\_ Tour the entire office and show them where to find office supplies, restrooms etc.
- \_\_\_\_\_ Form Completion (Bonus points if you already completed this step!)
- \_\_\_\_\_ New Hire Department Overview
  - Discuss the department’s mission, purpose and culture and how it integrates with the rest of the company
  - Review communication procedures for being late, ill or scheduling a vacation or taking a personal day.
  - Go over safety regulations and safety plans
  - Talk about goals, measurement and processes internally.
- \_\_\_\_\_ **Lunch** — Head out to lunch with the manager or with the entire team.
  - First days are nerve-wracking for new employees. Ease their anxiety with a planned lunch so they can get to know everyone better. While ordering in makes the most of an already busy day, taking the new hire out to lunch with a select group of people helps them feel welcomed and if you are a busy manager, may be a good shot at some face time before they dive into their daily duties.
- \_\_\_\_\_ Meet with Onboarding Mentor or Peer
  - The onboarding mentor/peer should help the new employee get set up on all internal systems (intranet, chat systems, project management tools, etc.) Ask the employee to follow the company on social media and see if they’d like to snap a pic for the company instagram! However, the first day is often overwhelming for a new employee... so send them home an hour early with a branded welcome basket from the company!



Day 2: \_\_\_\_\_  
(Date)

Time:

- \_\_\_\_\_ Have the new hire meet with their manager first thing in the morning.
  - Review the new hire's role and how it fits into the department and overall organization
  - Set expectations for the new hire's role (provide them with a timeline of specific performance benchmarks)
  - Give insight into the performance management
- \_\_\_\_\_ Start on-the-job training program with onboarding mentor or appropriate person
- \_\_\_\_\_ End the day with a breakaway session to answer your new hire's questions!

Day 3: \_\_\_\_\_  
(Date)

Time:

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