**Onboarding Plan for [Insert Name, Title]**

**Department**

**Start Date:**

**Key Projects**

* [Insert projects that will begin and/or be particularly active during the Probationary Period]

| **What** | **Outcomes** | **Who** |
| --- | --- | --- |
| **Day 1 (ex: Monday, November 5, 20XX)** | | |
| \* New employee tasks  \*Office Logistics: Office Tour/Keys, and review Org Chart.  \*Begin required trainings online  **Time:** x:xx a.m. – x:xx a.m.  **Location:** Employee’s Desk | \*Complete new employee documents (e.g.benefits documents)  \*Familiarize with office/Meet colleagues  \*Begin required Trainings (examples: leadership, IRIS, university policies, emergency preparedness, K@TE, etc.). | Employee and Supervisor |
| \*Lunch with [Team? Supervisor?]  **Time:** x:xx a.m. - x:xx p.m. | \*Connect with new team | Employee/Supervisor/Team |
| \*Check In Meeting  **Time:** x:xx p.m. - x:xx p.m.  **Location:** | \*Review of the day/Discuss vacation, sick days, holidays, hours of work, flexible scheduling, and time off requests, dress code, etc. | Employee and Supervisor |
| **Day 2 (ex: Tuesday, November 6, 20XX)** | | |
| \*Meet individually with team member  **Time:** x:xx a.m. - x:xx p.m.  **Location:** | \* Discuss roles/responsibilities and how the team works together | Employee and Co-worker |
| \*Lunch  **Time:** x:xx p.m. - x:xx p.m. |  |  |
| \*New employee tasks  \*Meet individually with team member  **Time:** x:xx p.m. - x:xx p.m.  **Location:** Employee’s Desk | \*Complete required forms (e.g. OID)  \*Discuss roles/responsibilities and how the team works together | Employee  Employee and Co-worker |
| \*Check In Meeting  **Time:** x:xx p.m. - x:xx p.m.  **Location:** | \*Review of the day | Employee and Supervisor |
| **Day 3 (ex: Wednesday, November 7, 20XX)** | | |
| \* Begin projects or task given  \*Meet individually with team member  **Time:** x:xx a.m. -x:xxp.m.  **Location:** Employee’s Desk | \*Begin to work on any projects or task given  \*Discuss roles/responsibilities and how the team works together | Employee  Employee and Co-worker |
| \*Lunch  **Time:** x:xx p.m. - x:xx p.m. |  |  |
| \*Continue required trainings  **Time:** x:xx p.m. - x:xx p.m.  **Location:** | \*Continue trainings | Employee |
| \*Check In Meeting  **Time:** x:xx p.m. - x:xx p.m.  **Location:** | \*Review of the day | Employee and Supervisor |
| **Day 4 (ex: Thursday, November 8, 20XX)** | | |
| \*Work on project or task given  \*Complete remaining trainings  **Time:** x:xx a.m. – x:xx a.m.  **Location:** Desk | \*Begin to work on any projects or task given  \*Complete required trainings | Employee  Employee |
| \*Lunch  **Time:** x:xx p.m. - x:xx p.m. |  |  |
| \*Check In Meeting  **Time:** x:xx p.m. - x:xx p.m.  **Location:** | \*Review of the day | Employee and Supervisor |
| **Day 5 (ex: Friday, November 9, 20XX)** | | |
| \*Work on key projects (see page 1) or tasks given  \*Complete remaining trainings  **Time:** x:xx a.m. – x:xx a.m.  **Location:** | \*Begin to work on any projects or tasks given  \*Continue trainings | Employee  Employee |
| \*Lunch  **Time:** x:xx p.m. - x:xx p.m. |  |  |
| \*Check In Meeting  **Time:** x:xx p.m. - x:xx p.m.  **Location:** | \*Review of the week  \*Create plan for next week | Employee and Supervisor |
| **30 Days from Start Date (ex: Monday, December 5, 20XX)** | | |
| \*30-Day Check-in Meeting  **Time:**  **Location:** |  | Employee and Supervisor |
| **60 Days from Start Date (ex: Monday, January 5, 20XX)** | | |
| \*60-Day Check-in Meeting  **Time:**  **Location:** |  | Employee and Supervisor |
| **90 Days from Start Date (ex: Monday, February 5, 20XX)** | | |
| \*90-Day Check-in Meeting  **Time:**  **Location:** |  | Employee and Supervisor |
| **End of 6 Months Probationary Review (ex: Monday, May 5, 20XX)** | | |
| \*6 Months Probationary Review  **Time:**  **Location:** |  | Employee and Supervisor |