

New Hire Onboarding Agenda

EMPLOYEE ONBOARDING AGENDA

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:00	HR Director	HR Director			
8:15	- Onboarding Agenda - Collect Paperwork	Benefits Review	HR Director	HR Director	
8:30		- Health, Dental, 401K, LTD, STD - Waiting periods - Benefit Literature - Compensation - Bonuses - Holidays	Time off Procedures	Safety Training	
8:45	Supervisor Meeting		- Personal - Sick - Vacation - Reimbursement - Jury Duty	- Violence Prevention - OSHA Video	HR Director
	- Job Description - Work Assignments				- Week Recap - Future Meetings - Set up for Mentor & HR Director - Benefit Election Deadlines - Give employee a company calendar with key dates added - Employee 1st-week survey
9:00	Co-worker / Departmental			Mentor	
9:15	- Meet/Greet Breakfast - Co-worker Introductions			Check-in	
9:30	Supervisor / IT Director				
9:45	- Office setup - Supplies - Passwords - Hardware/Software - Phone/Voicemail - Office Equip – Scanner, copier	Departmental Work			
10:00			Departmental Work		
10:15	Break			Departmental Work	
10:30	HR Director				
10:45	Org Chart / Employee Directory				
11:00	- HR Intranet - Facilities Tour				
11:15	Meet other departments	Mentor			
11:30	Locate exits, fire alarms, fire extinguishers	Check-in/goals			- Action Plan with deadlines - Meeting days/times
11:45	Supports: Map of facility				Break

New Hire Onboarding Template

Jiyuan Zhang



New Hire Onboarding Template:

Unveiling the Energy of Verbal Artistry: An Psychological Sojourn through **New Hire Onboarding Template**

In a global inundated with monitors and the cacophony of immediate conversation, the profound energy and emotional resonance of verbal artistry often disappear into obscurity, eclipsed by the constant barrage of sound and distractions. Yet, located within the lyrical pages of **New Hire Onboarding Template**, a interesting function of literary beauty that pulses with natural thoughts, lies an remarkable journey waiting to be embarked upon. Penned by way of a virtuoso wordsmith, that mesmerizing opus books visitors on an emotional odyssey, softly revealing the latent potential and profound affect stuck within the complex web of language. Within the heart-wrenching expanse with this evocative evaluation, we can embark upon an introspective exploration of the book is main styles, dissect its interesting publishing design, and immerse ourselves in the indelible impact it leaves upon the depths of readers souls.

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