



**Instruction**

The following template is designed to help managers schedule activities for their new employee. Prepare a schedule for the first 1-2 weeks department orientation. Arrange a lunch for the new employee on their first day and introduce their Onboarding Buddy.

DATE	ACTIVITY	PARTNER	TOOLS RESOURCES	STATUS
	Any remaining New Hire Paperwork	HR		
	Technology – Laptop and iPhone Along with Webex set up	IT		
	Job Description Distribution	Brian		
	Assimilation Plan	Brian		
	Lunch	Brian/Onboarding Buddy		
	Set Priorities @ 3:00 cst/4:00 est	Brian		
	Discuss State by State Assessment	Brian		
	Job Description Review	Brian		
	Action Plan for Shared Services	Brian		
	Available Reports (How can we show our progress? Internally and to our Ops Partners	Brian		
	Operations Leadership Team call (OLT)	Brian		
	Top 5 no later than noon on Friday. Email with detail	New Hire		