

EMPLOYEE SUCCESS ORIENTATION

Onboarding Checklist & Process Flow

Form Ref: HR-OS-2024

Employee Name: _____

Department: _____

Start Date: _____

Mentor/Buddy: _____

ORIENTATION TASK
TARGET DATE
COMPLETED

PHASE 1: PRE-ARRIVAL & DAY 0

Workspace & IT Setup Hardware, Email, Slack, and VPN Access

Day -1

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Welcome Kit Delivery Company handbook and branded merchandise

Day 1

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PHASE 2: THE FIRST WEEK (INTEGRATION)

Culture & Values Deep-Dive Executive session on mission and vision

Day 2

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Tools & Workflow Training Project management and internal reporting tools

Day 3

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Role Clarity Meeting Initial goals and 30-day KPI setting

Day 5

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PHASE 3: ONGOING SUCCESS (30-90 DAYS)

30-Day Check-in Feedback on onboarding experience

Day 30

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Shadowing & Cross-training Collaboration session with adjacent teams

Day 60

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Manager Signature: _____

Date: _____