

# EXECUTIVE ONBOARDING PROCEDURE

Executive Name: \_\_\_\_\_

Start Date: \_\_\_\_\_

Department: \_\_\_\_\_

Mentor/Sponsor: \_\_\_\_\_

## 01 PRE-BOARDING & LOGISTICS

Internal announcement to stakeholders and board members Draft press release or internal memo

Executive office and hardware provisioning Secure devices, credentials, and physical access cards

## 02 ORIENTATION & INTEGRATION (WEEK 1)

Strategic deep-dive with outgoing executive or CEO Review of current P&L, KPIs, and urgent initiatives

Direct report 1-on-1 introductions Establish communication norms and immediate expectations

## 03 STRATEGIC ALIGNMENT (DAYS 30-60)

Stakeholder "Listening Tour" completion Gather feedback from key cross-functional partners

Initial 90-Day Roadmap presentation Proposed strategic shifts and "Quick Win" targets

## 04 PERFORMANCE REVIEW (DAY 90)

Executive performance cultural fit assessment Formal feedback loop with the Board or CEO

Long-term KPI finalization Setting annual objectives and incentive structures