

# DEPARTMENTAL NEW HIRE ONBOARDING

Employee Name: \_\_\_\_\_

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

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

Manager/Mentor: \_\_\_\_\_

DONE	TASK ITEM	OWNER	TIMELINE
	<b>Pre-Arrival &amp; IT Setup</b>		
	Hardware procurement (Laptop, Phone, Monitor)	IT / Admin	Day -5
	Email account & software license provisioning	IT Dept	Day -3
	Workspace preparation & welcome kit	Office Mgr	Day -1
	<b>Day One: Orientation</b>		
	Building tour & security badge issuance	HR/Security	Morning
	Company culture & handbook review	HR	Morning
	Team introduction lunch	Manager	Noon
	<b>Week One: Role Integration</b>		

DONE	TASK ITEM	OWNER	TIMELINE
	Job description & KPI clarification	Manager	Day 2
	Internal systems & workflow training	Mentor	Day 3-5
	Initial project assignment	Manager	Day 5

**Follow-up**

	30-Day performance check-in	Manager	Month 1
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Completion Signature: \_\_\_\_\_ Date: \_\_\_\_\_