

TALENT INTEGRATION MANAGEMENT PROCESS

Onboarding & Cultural Alignment Checklist

Employee Name: _____

Department: _____

Start Date: _____

Integration Mentor: _____

PHASE 1: PRE-INTEGRATION (WEEK 0)

Hardware and Software Access Provisioning

Pending

Digital Welcome Package & Schedule Sent

Pending

Internal Team Announcement

Pending

PHASE 2: CULTURAL IMMERSION (WEEK 1)

Executive Vision & Values Alignment Session

In Progress

Organizational Structure & KPI Overview

Pending

Mentor Introduction & Initial Lunch

Pending

PHASE 3: FUNCTIONAL INTEGRATION (DAY 30)

Core Competency Assessment

Pending

30-Day Performance Sync with Manager

Pending

Workflow Tool Proficiency Check

Pending

PHASE 4: FULL AUTONOMY (DAY 90)

Long-term Career Pathing Discussion

Pending

Integration Success Survey Completion

Pending

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