

EMPLOYEE ONBOARDING ROADMAP

Employee Name: _____

Start Date: _____

Department: _____

Manager: _____

01 PRE-BOARDING & DAY ONE

Hardware, software, and email account setup

Welcome package and office tour

Documentation and HR paperwork completion

02 WEEK ONE: INTEGRATION

1-on-1 meeting with direct manager

Role-specific tools and workflow training

Team lunch or meet-and-greet session

03 FIRST 30 DAYS: ALIGNMENT

Review 30/60/90 day performance goals

Complete core compliance & safety training

Assign first independent project or task

04 FIRST 90 DAYS: MASTERY

Quarterly performance review and feedback

Autonomy in primary responsibilities

Ongoing professional development plan