

NEW HIRE TRAINING PLAN

PROCESS MONITOR / MENTOR	PREPARATORY		ORIENTATION		INTEGRATION			
	UPON HIRE DECISION	PRIOR TO START DATE	FIRST DAY(S)	FIRST WEEK(S)	END OF FIRST THREE MONTHS	END OF FIRST SIX MONTHS	END OF FIRST YEAR	END OF TRIAL PERIOD if applicable
MANAGER	Create new hire schedule	Add/invite to existing meetings	Welcome upon arrival	Ask how first weeks went	Assess progress	Performance review	Performance review	Celebrate end of trail period status
	Designate coworker / peer resource	Call to confirm start date and time	Guide to work station / office	Assist with any questions	Make any further introductions	Review short and long-term goals	Review short and long-term goals	Schedule annual performance review
	Discuss relocation, if applicable	Create welcome packet	Deliver prepared welcome packet	Review training schedule	Identify and address learning needs	Answer any questions	Answer any questions	Answer any questions
	Identify HR point of contact	Inform department, HR, and IT	Discuss break / meal policies	Review all technology functionality	Make any responsibility adjustments			Reassess goals
		Schedule any pertinent training	Discuss trial period, if applicable	Touch base with peer resource	Introduce increasingly complex projects			
			Introduce to designated peer resource	Discuss current projects				
			Confirm receipt/functionality of passkeys	Review company mission statement				
				Identify and address learning needs				
OFFICE ADMINISTRATOR	Submit technology requests	Secure work area / station	Provide company structure sheet					
	Order passkeys, IDs, etc.	Designate space	Provide company contact list access					
		Furniture, supplies, etc.	Provide any maps, parking passes, etc.					
		Phone installation and setup						
		Obtain nameplate, business cards, etc.						
HUMAN RESOURCES	Create personnel file	Confirm receipt of all recruitment docs	Connect to complete any paperwork	Review company policies			Performance review	
		Confirm offer letter receipt/acceptance	Review portal	Ask employee how first weeks went				
		Confirm background check completion	Sign offer letter, if necessary	Ask manager how first weeks went				
		Communicate business practices	Enroll in any benefits / services					
		Communicate business policies	Discuss company culture and work style					
		Enroll in new hire briefing, webinar, etc.						
TECHNOLOGY		Passkey order form	Review software, hardware, printers, etc.					
		Temporary access for contract new hire	Confirm email setup					
		Software acquisition	Confirm phone setup					
		Print driver setup	Review tech acceptable use policies					
		Mobile device, if applicable	Assist with online directory setup					
		Hardware setup						
		Network setup						
DESIGNATED COWORKER / PEER RESOURCE			Conduct tours	Periodic check-ins				
			Answer any questions					
			Offer to take to lunch					
			Make peer introductions					
DEPARTMENT LEAD if applicable								