

@CompanyName

Onboarding New Hires – Manager Responsibilities

PRE-ARRIVAL:

- Prepare welcome package HR
- Setup computer, account permissions and email IT
- Choose mentor
- Announce new hire to department

DAY ONE

- Attend new hire orientation session – Employee with HR
- Welcome note from CEO/Department Head – May be HR
- Meet with new hire to discuss first week/month plan
- Lunch with manager and team mates (if onsite or even virtual)
- Connect with employee with mentor

DAY TWO

- Session on products and services - (mentor, manager or HR)
- Session on business model and strategy - (mentor, manager or HR)
- Session on competitors - (mentor, manager or HR)

DAY THREE

- Review with mentor/manager how to find documents and resources – Use MeBeBot!
- Set up email signature and understanding of marketing branding kits
- Review organization chart, key team members, project dashboards

WEEK TWO

- Post first week check-in to gauge engagement and culture fit
- Set schedule for weekly 1:1 meetings

DAY 30, 60, and 90

- Set goals (within first 30 days), check on goal progress and key results
- Begin discussions on development aspirations
- Monthly check-in to gauge engagement and culture fit