

# New Hire Onboarding Schedule Template

## Employee Information

<b>Name</b>	<b>Position</b>
<b>Department</b>	<b>Start Date</b>
<b>Supervisor</b>	<b>Email</b>

## Onboarding Schedule

<b>Date</b>	<b>Time</b>	<b>Activity</b>	<b>Owner</b>	<b>Notes</b>

## Tasks Checklist

- Complete required paperwork
- Set up workstation
- Review employee handbook
- Attend orientation session
- Meet with assigned mentor
- IT system access setup