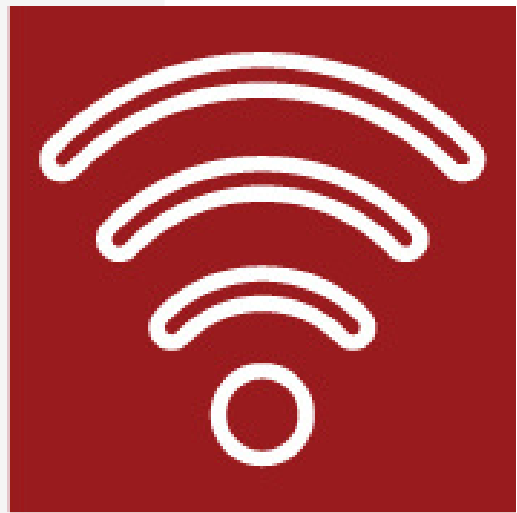
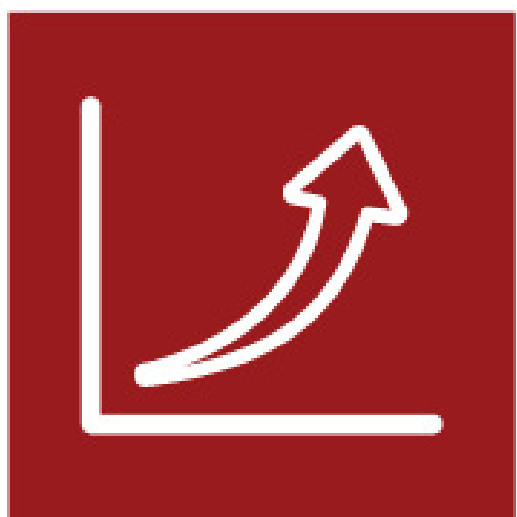


HR Series - Onboarding



First Week

Greet new hire
Show to workstation
Give welcome package and review first day/week
1:1 with team, stakeholders
Starting tasks/projects

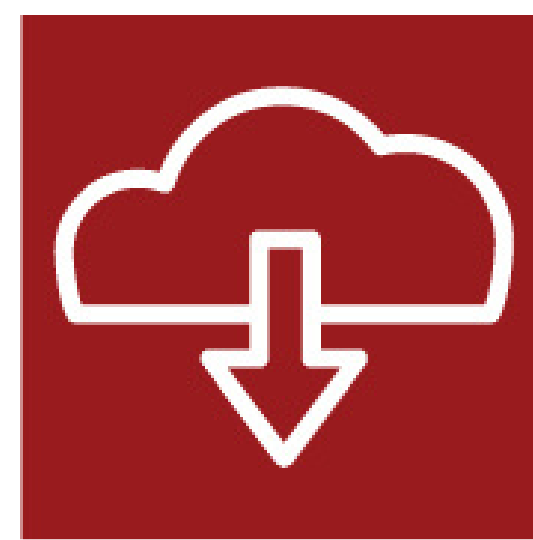


Annual Reviews

Review performance - what went well, what could be improved
Feedback from clients, if applicable
Review goals

Before Start Date

Logins, email, & technology set up
Welcome package - job description, company policies, values, dress code, etc.
Prepare announcement email



30, 60, 90 Day Plan

Hold regular check-ins
Feedback - both ways
Discuss leadership style, set expectations
Set short and long-term goals

