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New starter onboarding plan



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ONBOARDING PLAN

new starter

Before day one

- Desk/equipment/logins ready: ☐
- Welcome email sent: ☐
- First-day plan shared: ☐
- Team told they're starting: ☐

Week one

- Meet key colleagues/stakeholders: ☐
- Understand role, expectations, priorities: ☐
- Shadow/observe key tasks: ☐
- First small task to build confidence: ☐

Day one

- Warm welcome + office/team tour: ☐
- Set up + key systems access: ☐
- Lunch with the team or manager: ☐
- Clear plan for the first week explained: ☐

First month

- Regular check-ins (weekly 1:1s): ☐
- Training plan underway: ☐
- 30-day review: how are they settling? ☐
- Feedback both ways: what's working? ☐