

Onboarding plan

Communicating expectations and Reviewing Progress

<u>Date created:</u> <u>Review dates:</u>	<u>Employment Start date:</u> <u>Direct reports (Names/Roles):</u>	<u>New Hire Name:</u> <u>Reporting into (name):</u>
Before day 1 at company (Preparation)		
Which systems are being used – can you learn or refresh your memory about these? [Name them]		
Location/area – what can you learn or read about regarding the area (geographic/functional/operational) you will be responsible for as it relates to the new company? [List specifics]		
Definition of success in this role		
Outcomes after 30 days	Outcomes after 60 days	Outcomes after 90 days
Relationships to build	Adjusting to the culture	Sponsors/Supporters to help
3-5 Internal relationships to build	List two differences between the culture here compared to your last employer	2 Empathic Confidants
3-5 External relationship to build	Strategies to adjust while also bringing a fresh perspective to the role	2 Professional Advisors