**SAMPLE ONBOARDING SCHEDULE – DAY ONE**

Below is a sample onboarding schedule of the first day in an office setting location. This schedule should be edited to fit the needs of the hiring manager and the new hire. It is also recommended that the hiring manager use this template to complete a schedule for the new hire’s first week.

**Day One, XX/XX/XX**

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| **Time** | **Topic** | **Contact** |
| **9:00 – 9:15** | Welcome and introduction to staff | *Supervisor* |
| **9:15 – 9:45** | Get ID Badge, building tour | *Admin, IT* |
| **9:45 – 10:30** | Onboarding Plan * Review first days/weeks
 | *Supervisor* |
| **10:30 – 11:30** | Provide overview of schedules* Review the week’s calendar
 | *Supervisor* |
| **11:30 – 12:30** | Desk Time* Setup workspace
* Computer access
* Gather desk supplies
 |  |
| **12:30 – 1:00** | Lunch |  |
| **1:00 – 4:00** | Desk Time* Setup voicemail
* Review policies and procedures
 |  |
| **4:00 – 5:00** | Continue Onboarding & Check-In* Continue organizational review
* Structure and key stakeholders
* Review tools and resources
* Q&A
 | *Peer* |