

Onboarding Schedule:

** This is a sample department onboarding schedule. The times, meeting topics, etc. can all be adjusted based on the needs of the department.

Day 1 New Employee Orientation and Department Welcome

Time	Topic	Leader
8:30 a.m.– 12:30 p.m.	New Employee Orientation Location: CA 1050 Training Room	Training and OD Specialist
If the employee is returning to the department after New Employee Orientation		
12:30 p.m.- 1:30 p.m.		
3:00 p.m.- 4:00 p.m.	1:1 with Supervisor	

Day 3:

Time	Topic	Leader
8:30 a.m.–9:30 a.m.	Desk Time	Employee
10:00 a.m.–12:00 p.m.	Job Training	Supervisor or designee
12:00 p.m.–1:00 p.m.	Lunch	Employee
1:00 p.m.–4:00 p.m.	Meet with appropriate stakeholders (if applicable) or shadow a coworker	Supervisor or designee
4:00 p.m.–5:00 p.m.	Desk Time	Employee