

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

p.m. - 3:00 p.m.

Department Tour- meet the staff

Supervisor

10:00 a.m. – 12:00 p.m.	Train on Department specific systems	Supervisor or designee
12:00 p.m.- 1:00 p.m.	Lunch	Employee
1:00 p.m.-4:00 p.m.	Job Training	Supervisor or designee
4:00 p.m.-5:00 p.m.	Desk Time	Employee

Day 4:

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 appa(t)-2.9 (.16e)JJ90	