[Add your department logo or description]

Edit this template to create a personalized onboarding schedule for your new hire’s first week on the job. Suggested items are highlighted and are in brackets. Coordinate and plan with those in your department ahead of time. Share this itinerary with new hire before their first day.

[Name of New Employee]

[Onboarding schedule]

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| [Position Title or New Employee’s Name] Onboarding Schedule | | | | |
| Date | **Time** | **Training Session/Task** | **Location** | **Notes** |
|  | 8:00 am | Arrive at [Building Name/ Acronym for name]  [Street Address]  Boulder, CO 80309 | [Floor, office # or specific location e.g. 3rd Floor  Reception area] | [Name and Title of person who will meet new hire] will meet you in [specific area, e.g. the reception area] and show you to your office and go over agenda for the day.  [You will receive a New Hire Checklist; any additional documents] |
| 8:30 – 9:30 am | Tour of Department and Meet staff (brief hello to each) | [specific location, e.g. ARC 3rd Floor] | [Name of supervisor or person who will be responsible] will walk you around meet the staff and show key features of the floor |
| 9:00-11:30 am | Meet with [name of supervisor] | [office number]  [name of supervisor]’s Office | Review New Hire checklist, Work Contact information, and best way to ask questions… |
| 11:30 am-1:00 pm | Obtain BuffOne Card/EcoPass | BuffOne Card Office, C4C | [name of co-worker and title] will take you to the BuffOne Card Office.  Items to bring: Photo ID |
| Lunch with [Supervisor or co-workers’ names and titles] | Center for Community  (C4C) | [Names of co-workers] will take you to the Center for Community (C4C). |
| 1:00 – 2:00 pm | Meet with [IT Person or other designated person, title] to set up computer and email access | [office number]  [office description e.g. Your Office] | [Name of IT person] will meet you in your office. |
| 2:00 – 3:00 pm | Meet with [name and title] for department overview | [office number]  [office description] |  |
| 3:00 – 4:30 pm | Office Time: Spend time getting settled | [office number]  [office description] | Get a feel for your office space & make a list of questions you have. |
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| [Position Title or New Employee’s Name] Onboarding Schedule | | | | |
| Date | **Time** | **Training Session/Task** | **Location** | **Notes** |
|  | 8:00 am | Arrive at [Building Name and address] | [Office description e.g. Your Office]  [office number] | Spend more time getting settled in. |
| 8:30 am – 12:00 pm | Online Required Trainings:   * New Employee Orientation * Benefits New Employee Orientation * Discrimination and Harassment * Information Privacy & Security * Fiscal Code of Ethics | [office description]  [office number] | See *New Hire Checklist* for required trainings |
| 12:00-1:00 pm | Lunch with… | TBD |  |
| 1:30 – 2:30 pm | Meet with [Name of Supervisor] | [office number and description] | [Supervisor] will cover department overview-Org chart, Valued Behaviors, website (supervisor, see Hiring Manager Checklist for suggestions) |
| 2:30 – 4:30 pm | Office Time | Your Office | Continue working on Required trainings online (see *New Hire Checklist*) |
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| [Position Title or New Employee’s Name] Onboarding Schedule | | | | |
| Date | **Time** | **Training Session/Task** | **Location** | **Notes** |
|  | 8:00 am | Arrive at [Building Name and address] | Your Office | Spend more time getting settled in |
| 9:00 am-12:00 pm | [Description of work tasks or meeting agenda(s)] | [office number]  [office description] | [description of meetings or work tasks] |
| 12:00 -1:00 pm | [Description of work tasks or meeting agenda(s)] | [office number]  [office description] | [description of lunch location, etc.] |
| 1:00-3:00 pm | Office Time | [office number]  [office description] | Continue working on online trainings, responding to email, etc. |
| 3:00-4:30 pm | [Description of work tasks or meeting agenda(s)] | [office number]  [office description] | [description of meetings or work tasks] |
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| [Position Title or New Employee’s Name] Onboarding Schedule | | | | |
| Date | **Time** | **Training Session/Task** | **Location** | **Notes** |
| 12/17/2015 | 8:00 am | Arrive at [Building Name and address] | Your Office | Spend more time getting settled in, online training, reading through welcome materials, etc. |
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| 11:30 am – 1:30 pm | Lunch with [Work Team, etc.] | TBD | [All of our team will go out for lunch!] |
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| [Position Title or New Employee’s Name] Onboarding Schedule | | | | |
| Date | **Time** | **Training Session/Task** | **Location** | **Notes** |
| 12/18/2015 | 8:00 am | Arrive at [Building Name and address] | Your Office | Spend more time getting settled in |
| 9:00-10:30 am | Meeting with [Name of Supervisor] | [Name of Supervisor]’s Office |  |
| 12:00-1:00 pm | Lunch with | TBD |  |
| 1:30 – 2:30 pm | Meeting with [Name of Supervisor] | [office number]  [office description] | [name of supervisor or co-worker] will cover Division of Human Resources Overview-Org chart, Valued Behaviors, website… |
| 2:30 – 4:30 pm | Office Time | Your Office | Continue working on Required trainings online (see *New Hire Checklist*) |
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