**Page title**

**👋 Hi, <Employee name>!**

Welcome to <Company>. We're glad you're here!

I've put together this onboarding plan to help you get up to speed in your new role as a <Job title> on <Team>. Feel free to reach out if you have any questions 🙂​

<Manager name>

Put links to important information in this panel so new hires can get to them easily. To create a link, highlight some text and tap the link icon in the toolbar.

**Quick links**

* Technical support
* Payroll and benefits
* People directory

## Guiding thoughts

Here's where you can offer your new hire advice for their first 90 days. We've included some favorite tips from Atlassians below, which you can add to, edit, or replace with your own guidance.

* **Take time to learn.** Don't get sucked into the minutia of decision-making or project involvement too early - there will be plenty of time for that later. In your first 30 days, try to focus on getting comfortable and learning how things work.
* **Invest in relationships.** By day 60, you'll be in execution mode. In your first two months, spend as much time as you can getting to know people and forming relationships.
* **Don't be afraid to ask.** No one expects you to know how things at <Company> work right away. Take advantage of that and ask for help when you need it.

## Meet your team

| **Who** | **What they can help with** |
| --- | --- |
| Type /user profile to add a team member | e.g., How your team's work fits into the company's FY20 OKRs and business strategy |
|  |  |
|  |  |

## 🌱 Your first week

Create some structure for new hires with this simple task list. Stick to 3-5 tasks per day, and include links to relevant pages or other information.

| **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| --- | --- | --- | --- | --- |
| e.g., Attend new hire training | e.g., Read about Atlassian's OKRs and business strategy | e.g., Learn about our Marketing tools and processes | e.g., Review your team's roadmap, projects, and priorities | e.g., Publish your intro blog |
|  |  |  |  |  |
|  |  |  |  |  |

## 🌟 90-day milestones

Here's where you'll add milestones for new hires to help them stay on track (and give you something to talk about during your first few 1:1s).

| **Outcome** | **Steps** |
| --- | --- |
| e.g., I understand how Marketing works at Atlassian | e.g., I've talked to my manager about the expectations for my role |
|  |  |
|  |  |

## 💖 Helpful resources

Add links to additional resources, fun info, events calendars, and more. Anything useful or fun can go here - it's entirely up to you. To create a link, highlight some text and tap the link icon in the toolbar.

* Slack channels
* Internal glossary
* Asking for help