

3-Day Onboarding Plan for New IT Team Member

A well-structured onboarding plan significantly enhances employee integration, engagement, and early-stage productivity. Sai Ravi Teja Garikipati's 3-Day Onboarding Plan is tailored for IT department hires and is grounded in evidence-based practices for new employee success.

- **Day 1 – Orientation and Access Enablement:**

The day begins with a welcome meeting introducing organizational values and IT department goals. IT supervisors facilitate system login credentialing, security protocol introductions, and a guided overview of company policies. New hires are introduced to team members, encouraging interpersonal bonding and team cohesion.

- **Day 2 – Job Immersion and Mentorship:**

On the second day, the employee shadows a senior IT technician to learn ticket handling, escalation procedures, and helpdesk tools. They also gain hands-on familiarity with internal documentation systems such as the knowledge base and IT wiki. This experience provides essential procedural insight and builds confidence.

- **Day 3 – Performance Integration and Evaluation:**

The final day introduces key performance indicators (KPIs) and service level agreements (SLAs), helping the employee understand expectations. Independent tasks are assigned, followed by feedback from supervisors. A performance check-in reinforces progress, addresses questions, and outlines next steps.

According to SHRM (2024), structured onboarding with real-time access and mentoring can improve long-term employee engagement by up to 70%. This plan ensures operational readiness while instilling a culture of accountability and professional growth.

References

Society for Human Resource Management (SHRM). (2021). *Onboarding New Employees: Maximizing Success*. SHRM Research.