**Onboarding Plan**

Instructions for the onboarding buddy and hiring manager

The purpose of this Onboarding Plan is to serve as a guide to help a new employee successfully transition into their new role and position, understanding key responsibilities, stakeholders, meetings, training, programs & projects, processes, tools, reporting and other resources of relevance.

This plan augments (but does not replace) the new employee’s [personalized Onboarding checklist on the global DXC Onboarding site](https://my.dxc.com/onboarding).

Prior to the new employee’s start date, the onboarding buddy (if one is assigned by the hiring manger) is encouraged to collaborate with the hiring manager to add role- and position-specific content to this template, deleting unused sections and creating new sections if needed. For example, Job Shadowing can be included as a best practice to introduce a new employee to the specific work processes of high-performing peers or other colleagues, understand their role and grow their network. If included, select individual(s) for your new employee to shadow and document your expectations in this plan.

During the new employee’s first week, schedule time with the new employee to review their [personalized Onboarding checklist on the global DXC Onboarding site](https://my.dxc.com/onboarding) and this role-specific onboarding plan. Explaining the purpose of each of the onboarding activities will help the new employee build a context around learning what is important about DXC and their new role and position. Be prepared to answer any questions.

The new employee can use this plan to track their role- and position-specific onboarding progress and review their progress weekly with the onboarding buddy and hiring manager.

Rev. 08 Jan 2018. Delete this Instructions page before presenting the customized plan to your new employee.

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**Overview**

Welcome to DXC Technology. The purpose of this Onboarding Plan is to help you successfully transition into your new role and position, understanding key responsibilities, stakeholders, meetings, training, programs & projects, processes, tools, reporting and other resources of relevance to you.

Use this plan to track your role- and position-specific onboarding progress. Review your progress weekly with your onboarding buddy (if one is assigned) and hiring manager.

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| New employee name: |  |
| Hiring manager name: |  |
| Onboarding buddy name (if one is assigned): |  |
| New employee start date: |  |
| Targeted onboarding completion date: |  |
| Employee ID number |  |
| New employee role and/or job title: |  |
| Key responsibilities (consider input from Job profile, staffing requisition and manager) |  |

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| **Status** |
| **Complete** |
| **In Progress** |
| **Have Question(s)** |

**DXC Onboarding**

Complete the activities on your [personalized Onboarding checklist on the global DXC Onboarding site](https://my.dxc.com/onboarding).

**Role- and Position-specific Onboarding**

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| --- | --- | --- | --- | --- | --- |
| Key Stakeholder Introductory Meetings and Calls | | | | | |
| Stakeholder Name | Title | Area of Responsibility | Contact Information | Meeting Date | Due Date / Status |
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| Job Shadowing | | | | | |
| Peer/Mentor’s Name and Title, Role or Function | Contact Information | Area of Responsibility to Job Shadow | Tasks to Accomplish | Meeting Days and Duration | Due Date / Status |
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| Standard Meetings | | | | | |
| Meeting Name | Meeting Purpose | Meeting Owner | Contact Information | Meeting Date/Frequency | Due Date / Status |
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| Important Links | | | | | |
| Content Topic | Resource Purpose | Owner | Contact Information | Access Confirmed | Due Date / Status |
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| Required or Recommended Training | | | | | |
| Title Of Training | Training Description | Training Objectives | Subject Matter Expert (SME) or Contact | Notes | Due Date / Status |
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| Processes, Tools and Reporting | | | | | |
| Title | Description | Purpose | Subject Matter Expert (SME) Contact | Notes | Due Date / Status |
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| Programs and Projects | | | | | |
| Program/Project Name | Key Actions | Owner | References  (Processes, tools, systems, Web sites, SharePoint sites) | Meetings | Due Date / Status |
| [Program/Project Name] |  |  |  |  |  |
| [Project activity or task] |  |  |  |  |  |
| [Project activity or task] |  |  |  |  |  |
| [Program/Project Name] |  |  |  |  |  |
| [Project activity or task] |  |  |  |  |  |
| [Project activity or task] |  |  |  |  |  |

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| Critical Documents | | | | |
| Document Title | Description | Owner | Location  (link to SharePoint or embed here) | Program |
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| Other | | | | | |
| Item or Activity | Key Actions | Owner | References  (Processes, tools, systems, Web sites, SharePoint sites) | Meetings | Due Date / Status |
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