

ONBOARDING PLAN

Employee Information

Name: loki
Role: DATA ANYLIST
Department: IT
Start Date: 2025-06-16

Onboarding Plan

Loki's Onboarding Plan - Data Analyst (IT)

Start Date: 2025-06-16

Welcome, Loki! We're thrilled to have you join the IT team as a Data Analyst. This onboarding plan is designed to help you get up to speed.

Onboarding Goals:

- * Understand the IT department's structure and goals.
- * Meet your team lead and colleagues.
- * Familiarize yourself with the company's data infrastructure and tools.
- * Begin learning the specific data analysis techniques used within the team.
- * Complete initial security and compliance training.

I. Onboarding Checklist:

Task	Due Date	Status	Notes

Pre-Start:			
Complete HR Onboarding Forms	2025-06-13	Not Started	HR will send these forms electronically.
Week 1:			
Complete IT Account Setup	2025-06-17	Not Started	IT Support will contact you to schedule this.
Review Company Handbook	2025-06-18	Not Started	Link provided below.
Introduction to the IT Department	2025-06-17	Not Started	Scheduled with [Manager's Name].
Team Introductions	2025-06-18	Not Started	Scheduled with your team lead, [Team Lead's Name - *See Schedule*].
Initial Data Security Training	2025-06-19	Not Started	Link provided below.
Overview of Data Infrastructure	2025-06-20	Not Started	Scheduled with [Senior Data Analyst's Name].
Week 2:			
Introduction to Data Analysis Tools	2025-06-23	Not Started	Scheduled with [Data Engineer's Name].
Review Project Documentation	2025-06-24	Not Started	Access to documentation will be provided after account setup.

| Shadowing a Data Analysis Project | 2025-06-25 | Not Started | Shadow [Experienced Data Analyst's Name] on a current project.

| Begin Working on a Small Task/Project | 2025-06-27 | Not Started | Assigned by your team lead.

| **Ongoing:** | | |

| Participate in Team Meetings | Weekly | Not Started | Attend all scheduled team meetings.

| Continuous Learning & Development | Ongoing | Not Started | Utilize available training resources and seek opportunities for growth.

| Regular Check-ins with Team Lead | Bi-Weekly | Not Started | Schedule regular meetings with your team lead, [Team Lead's Name].

II. Onboarding Schedule:

Date	Time	Session	Facilitator(s)	Location	Notes
:-----	:-----	:-----	:-----	:-----	:-----
2025-06-16	9:00 AM	Welcome & HR Onboarding	HR Representative	Conference Room A	Introduction to the company and HR policies.
2025-06-16	10:30 AM	IT Department Overview	[Manager's Name]	[Manager's Office]	Overview of the IT department and its role.
2025-06-17	1:00 PM	IT Account Setup & Security Briefing	IT Support	Help Desk	Setting up your computer and accounts.
2025-06-18	10:00 AM	Meet Your Team Lead: [Team Lead's Name]	[Team Lead's Name]	[Team Lead's Office]	Meeting with your team lead to discuss expectations.
2025-06-18	11:00 AM	Team Introductions	[Team Lead's Name] & Team Members	Conference Room B	Meet the rest of the team.
2025-06-19	2:00 PM	Data Security Training (Online)	[Training Platform]	Your Desk	Complete the required security training.
2025-06-20	9:30 AM	Overview of Data Infrastructure	[Senior Data Analyst's Name]	[Senior Data Analyst's Office]	Learn about the company's data systems.
2025-06-23	10:00 AM	Introduction to Data Analysis Tools	[Data Engineer's Name]	[Data Engineer's Office]	Hands-on training with data analysis tools.
2025-06-25	All Day	Shadowing a Data Analysis Project	[Experienced Data Analyst's Name]	[Experienced Data Analyst's Office]	Shadow a senior analyst on a project.
2025-06-27	1:00 PM	Project Task Assignment & Review	[Team Lead's Name]	[Team Lead's Office]	Discuss your assigned tasks and progress.

III. Training Materials:

- * **Company Handbook:** [Insert Link to Company Handbook Here]
- * **Data Security Training:** [Insert Link to Data Security Training Here]
- * **Internal Documentation Wiki:** [Insert Link to Internal Wiki Here]
- * **Data Analysis Tool Documentation:**
- * SQL: [Insert Link to SQL Documentation Here]
- * Python: [Insert Link to Python Documentation Here]
- * Tableau: [Insert Link to Tableau Documentation Here]

IV. Key Contacts and Resources:

- * **Your Team Lead:** [Team Lead's Name], [Team Lead's Email Address], [Team Lead's Phone Number]
- * **HR Representative:** [HR Representative's Name], [HR Representative's Email Address], [HR Representative's Phone Number]
- * **IT Support:** [IT Support Email Address], [IT Support Phone Number]
- * **Mentor (Optional):** [Mentor's Name], [Mentor's Email Address], [Mentor's Phone Number]
- * **Internal Knowledge Base:** [Insert Link to Knowledge Base Here]

V. Feedback:

We value your feedback on this onboarding process. Please feel free to share your thoughts and suggestions with your team lead.

****We are excited to have you on board, Loki! We are confident that you will be a valuable asset to our team.****

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