

# New Employee Onboarding Guide

Welcome to the Team!

## WEEK 1: ORIENTATION

### Day 1: Getting Started

- 9:00 AM: Welcome meeting with HR
- 10:00 AM: IT setup (computer, accounts, access)
- 11:00 AM: Office tour
- 1:00 PM: Team introduction lunch
- 2:00 PM: Review employee handbook
- 3:00 PM: Benefits enrollment

### Day 2-3: Company Overview

- Company history and mission
- Organizational structure
- Products and services overview
- Customer base and market position
- Core values and culture

### Day 4-5: Department Training

- Meet your team members
- Review department goals
- Understand your role and responsibilities
- Set up initial projects
- Schedule regular 1-on-1s with manager

## WEEK 2: ROLE-SPECIFIC TRAINING

### Technical Training:

- System access and tools
- Software and platforms used
- Development environment setup
- Code repositories and documentation
- Testing procedures

### Process Training:

- Project management methodology
- Communication protocols
- Time tracking and reporting

- Meeting schedules
- Escalation procedures

## WEEK 3-4: HANDS-ON LEARNING

### Shadowing:

- Observe experienced team members
- Participate in team meetings
- Review past projects
- Ask questions freely

### Initial Projects:

- Start with small, guided tasks
- Gradually increase complexity
- Regular check-ins with mentor
- Feedback sessions

## RESOURCES:

### Internal Documentation:

- Company wiki: [wiki.company.internal](http://wiki.company.internal)
- Training portal: [training.company.internal](http://training.company.internal)
- HR portal: [hr.company.internal](http://hr.company.internal)

### Key Contacts:

- IT Support: ext. 1234
- HR: ext. 5678
- Facilities: ext. 9012

## FIRST 90 DAYS GOALS:

- Complete all required training modules
- Successfully complete 3 starter projects
- Build relationships with team members
- Understand company processes and culture
- Receive positive feedback in 30/60/90 day reviews

Remember: Everyone was new once. Don't hesitate to ask questions!