

Key

Instructor Led Session

Self Guided Time

Session Changing to eLearning

New Training (to create)

Moving Time

WEEK 1

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	Overview of Indeed Company Tools (Admin Tools)	Levels of Job Visibility		Advanced Policy
		How to Read a Job Description	SGT: Practice Job Visibility Queue Activity	SGT: Policy Pop!
		SGT: Job Description Quiz		
Indeed HR & IT Onboarding	Product Overview	SGT: Policy Pop!	Review Job Level Moderation Queue	Waldo 2
	LUNCH			
	Internal Communications		Intro to Aggregation	SGT: Rule Quiz
LUNCH	SGT: Wiki & Igloo Scavenger Hunt	Common Policy Issues		
		SGT: Common Policy Quiz	Intro to Waldo	Client/JS Communication Tools
Getting Started with Search Quality!	Search Quality Overview	Job Level Moderation Instruction	SGT: Solo Query Practice/ Waldo Module	
Computer Set Up// Intro to Mac	SGT: HR Paperwork	SGT: Practice Job Visibility Queue Activity	External Communications	SGT: Week Wrap Up- Complete all online activities from Week 1
Person//Team Scavenger Hunt				

WEEK 2

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
SGT: Privacy & Security Training in Indeed Learn	SGT: JIRA Basics (Modules 1-5)	SGT: Indeed Learn Data Education Series "Deep Dive"		SGT: New Hire Project
Waldo Recap	Intro to Jira		SGT: New Hire Project	
Overview of Risk Moderation	Waldo Activity	Intro to New Hire Project		Project Presentation
		Lunch with team that's not your team		
Tier 1 Moderation Shadowing	Ops Workflows and Processes	New Hire Project Guided Intro (eLearning)	Project Check-in	
	SGT: JIRA Basics (Modules 6-9)			
Intro to Data Tools	Performance Review Overview	SGT: New Hire Project	SGT: New Hire Project	Team Happy Hour or Early Dismissal
SGT: Indeed Learn Data Education Series "Overview of Popular Indeed Data Tools"				