

ONBOARDINOO

To Do: WEEK 1

- Provide training specific to department/school or role.
- Make time for a roles and responsibilities discussion. It gives the employee an idea of what they will be doing on day-to-day basis, department projects, busier times of the year for the department, etc. Essentially, you want to clearly communicate the HOW and WHY of the job.
- Schedule the employee to meet with key people within the department who can give them understanding of how they fit into the division/department structure, who they depend on in their role and who will depend on them.
- Schedule meetings with key people in other departments as applicable.
- Remind the new employee to complete their [E Á u % o } Ç Actions Checklist](#).
- Connect the new employee with their onboarding buddy within the department who can assist during their first few months.
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