



Onboarding Schedule:

** This is a sample department onboarding schedule. The times, meeting topics, etc. can all be adjusted based on the needs of the department.

Day 1: New Employee Orientation and Department Welcome

Time	Topic	Leader
8:30 a.m. – 12:30 p.m.	New Employee Orientation Location: CA 1050 Training Room	Training and OD Specialist
If the employee is returning to the department after New Employee Orientation		
12:30 p.m. - 1:30 p.m.	Schedule lunch with new employee if possible	Supervisor
2:00 p.m. - 3:00 p.m.	Department Tour- meet the staff	Supervisor
3:00 p.m. - 4:00 p.m.	1:1 with Supervisor <ul style="list-style-type: none"> • Job description • Expectations 	Supervisor
4:00 p.m. - 5:00 p.m.	Desk Time <ul style="list-style-type: none"> • Organize Desk • Set up Email • Online Trainings 	Employee

Day 2:

Time	Topic	Leader
8:30 a.m. – 9:30 a.m.	Desk Time <ul style="list-style-type: none"> • Review Email • Online Trainings • Assignments from supervisor 	Employee
10:00 a.m. – 12:00 p.m.	Train on Department specific systems	Supervisor or designee
12:00 p.m.- 1:00 p.m.	Lunch	Employee
1:00 p.m.-4:00 p.m.	Job Training	Supervisor or designee
4:00 p.m.-5:00 p.m.	Desk Time	Employee

Day 3:

Time	Topic	Leader
8:30 a.m. – 9:30 a.m.	Desk Time	Employee
10:00 a.m. – 12:00 p.m.	Job Training	Supervisor or designee
12:00 p.m.- 1:00 p.m.	Lunch	Employee
1:00 p.m.-4:00 p.m.	Meet with appropriate stakeholders (if applicable) or shadow a co-worker	Supervisor or designee
4:00 p.m.-5:00 p.m.	Desk Time	Employee