

Task	Responsible Party	Due Date	Status
Pre-Arrival (1 Week Before Start Date):			
Send welcome email	HR	1 Week Before	
Collect I-9 verification forms	HR	1 Week Before	
Set up employee accounts	HR	1 Week Before	
Order work equipment	HR	1 Week Before	
Coordinate equipment delivery	IT	1 Week Before	
Install necessary software	IT	1 Week Before	
Provide temporary login credentials	IT	1 Week Before	
First Day:			
Welcome and greet new hire	HR	First Day	
Complete remaining paperwork	HR	First Day	
Review company handbook	HR	First Day	
Enroll in benefits plan	HR	First Day	
Issue ID badge and building access	HR	First Day	
Office tour and introduction	Manager	First Day	
Overview of department and team	Manager	First Day	
Initial login and software setup	IT	First Day	
First Week:			
Schedule one-on-one meetings	HR	First Week	
Conduct diversity and inclusion training	HR	First Week	
Introduce to ongoing projects	Manager	First Week	
Assign mentor or buddy	Manager	First Week	
Schedule departmental training	Manager	First Week	
Host team lunch or social event	Team	First Week	
Ongoing Tasks:			
Conduct performance reviews	Manager	Monthly/Quarterly	
Provide feedback and coaching	Manager	Ongoing	
Assign challenging work	Manager	Ongoing	
Schedule career development discussion	Manager	Ongoing	
Organize company events	HR	Ongoing	
Conduct employee satisfaction surveys	HR	Ongoing	
Provide access to training opportunities	HR	Ongoing	

Day	Time	Activity				
Day 1	9:00 AM - 9:30 AM	HR Orientation (Welcome, Company Overview, Policies & Benefits)				
Day 1	9:30 AM - 10:30 AM	IT Setup & Training (Logins, Software, Security)				
Day 1	10:30 AM - 12:30 PM	Team Meetings & Introductions (Department & Team Overview, Meet Colleagues)				
Week 1	Throughout the week	Schedule one-on-one meetings with HR and Manager				
Week 1	Throughout the week	Attend departmental training sessions				

Category	Content			
Company Information				
	Company history and mission statement			
	Values and culture overview			
	Organizational chart and team structure			
Employee Resources				
	Employee handbook (digital or printed)			
	Benefits information and enrollment guide			
	Health insurance plan details			
	Paid time off policy			
	Company directory with contact information for key personnel			
Welcome Letter				
	Personalized welcome message from the CEO or HR Manager			
	Company swag (optional - t-shirt, water bottle, etc.)			