



ONBOARDING ACTION PLAN

Use this form to build an onboarding plan for your new hire. This form allows you to organize and plan your tasks chronologically and according to both logistical and engaging tasks. You can use access the 'Onboarding Ideas' document for some ideas to build your plan.

BEFORE THE HIRE:

<u>Transactional Tasks</u>	<u>People Involved</u>
<u>Engaging Tasks</u>	<u>People Involved</u>

FIRST DAY:

<u>Transactional Tasks</u>	<u>People Involved</u>
<u>Engaging Tasks</u>	<u>People Involved</u>



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FIRST WEEK:

<u>Transactional Tasks</u>	<u>People Involved</u>
<u>Engaging Tasks</u>	<u>People Involved</u>

FIRST MONTH:

<u>Transactional Tasks</u>	<u>People Involved</u>
<u>Engaging Tasks</u>	<u>People Involved</u>

ADDITIONAL TASKS

<u>Transactional Tasks</u>	<u>People Involved</u>
<u>Engaging Tasks</u>	<u>People Involved</u>