

Employee Onboarding Timeline

Complete roadmap from offer acceptance through 90-day integration

New Hire: *{Name}*

Start Date: *{Date}*

Preboarding

1

Day -14 to Day -1 (Before Start Date)

DAY -14

Offer Acceptance & Documentation

Send offer letter, initiate background check, prepare paperwork packet

HR

DAY -10

Paperwork & Compliance

Collect signed documents (I-9, W-4, policies), complete background check

HR

DAY -5

IT & Workspace Setup

Create email, set up HRIS, order equipment, prepare workspace

IT / FACILITIES

DAY -3

Welcome Communication

Send welcome email, ship welcome kit, announce to team, assign buddy

MANAGER / HR

DAY -1

Final Readiness Check

Verify all systems, confirm schedule, ensure workspace is ready

MANAGER / IT

Day One Orientation

2

First Day Experience

MORNING	Welcome & Setup Greet new hire, complete remaining paperwork, issue badge, IT setup HR / IT
MID-MORNING	Orientation Session Company mission, values, policies, facility tour, team introductions HR / MANAGER
LUNCH	Team Welcome Team lunch or virtual meet-and-greet, buddy introduction TEAM / BUDDY
AFTERNOON	Role Introduction Review expectations, first-week goals, tool access, compliance training MANAGER
END OF DAY	Day 1 Debrief Check-in with manager, address questions, preview Day 2 MANAGER

First Week Training

3

Days 2-5

DAYS 2-3	Core Training & Shadowing Role-specific training, shadow team members, learn tools and processes MANAGER / TEAM
DAYS 4-5	Hands-On Practice Begin supervised tasks, complete remaining compliance training, daily check-ins MANAGER / BUDDY
DAY 5	Week 1 Pulse Check Informal feedback session, address concerns, set Week 2 expectations MANAGER

🎯 30-Day Milestone

Training complete • Handling basic tasks independently • First formal check-in

Integration & Development

4

Weeks 2-4

WEEK 2

Increasing Independence

Take on more tasks, cross-functional introductions, begin first project

MANAGER

WEEK 3

Building Relationships

Coffee chats with stakeholders, join team activities, buddy check-ins continue

BUDDY / HR

DAY 30

30-Day Performance Review

Formal check-in, review 30-day goals, gather feedback, adjust plan

MANAGER

🎯 60-Day Milestone

Contributing substantially • Owns projects • Active team participant

Growth & Contribution

5

Days 31-60

WEEKS 5-6

Project Ownership

Lead or own a significant deliverable, reduced supervision

MANAGER

WEEKS 7-8

Deeper Integration

Participate in cross-team initiatives, provide input on improvements

TEAM

DAY 60

60-Day Progress Review

Assess 60-day goals, constructive feedback, discuss development interests

MANAGER

🎯 90-Day Milestone

Fully ramped • High-quality independent work • Trusted team member

6

Full Productivity

Days 61-90

WEEKS 9-12

Autonomous Performance

Handle complex tasks independently, mentor newer hires, champion culture

EMPLOYEE

DAY 90

90-Day Performance Review

Formal review, celebrate wins, set future goals, transition to ongoing development

MANAGER / HR

BEYOND 90 DAYS

Schedule 6-month and 1-year check-ins to ensure continued growth and engagement. Onboarding ends, but development continues!