

**Onboarding plan**



Name	
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**Week one**

**Week two**

Mon      Tue      Wed      Thu      Fri                      Mon      Tue      Wed      Thu      Fri

8.00						8.00					
9.00						9.00					
10.00						10.00					
11.00						11.00					
12.00						12.00					
13.00						13.00					
14.00						14.00					
15.00						15.00					
16.00						16.00					
17.00						17.00					
18.00						18.00					

**Key contacts**

**Your new contact details**

**Resources**

IT		
HR		
Buddy		

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