



Onboarding Plan

**EMPLOYEE
NAME**

- ☐ Workspace, tools, logins, and equipment prepared
- ☐ Uniforms, safety gear, or access cards ready
- ☐ First-week schedule sent to employee
- ☐ Assign buddy/mentor
- ☐ Prepare welcome packet (org chart, policies)

[illegible]

- Warm welcome + facility tour
- Introduce team members and key contacts
- Review company mission, culture, and values
- Job role overview + success expectations
- Set up email, systems, and timekeeping
- End-of-day check-in to answer questions

- Daily check-ins with supervisor
- Shadowing schedule in place
- Training on systems, tools, and processes
- Assign a “quick win” task to build confidence
- Review communication flow (dispatching, SOPs)
- End-of-week check-in: “How is your first week going?”



Onboarding Plan

- ☐ Provide structured feedback + coaching
- ☐ Identify training gaps and additional resources
- ☐ Set next phase goals
- ☐ Encourage questions, remove obstacles
- ☐ Confirm employee feels supported and connected

NOTES

- ☐ Increased independence on core tasks
- ☐ Conduct mid-point performance check
- ☐ Review work quality and consistency
- ☐ Discuss culture integration and team fit
- ☐ Recognize accomplishments and wins
- ☐ Adjust training plan as needed

- Conduct 30/60/90 performance review
- Discuss development path
- Training on systems, tools, and processes
- Address retention factors: workload, support, etc.
- Reinforce expectations and strengths
- Confirm next steps for growth and responsibility

- Monthly 1:1s after onboarding
- Regular recognition and feedback
- Semi-annual “stay interview”
- Clear path for skills, certs, and career growth