|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | | [Position Title or New Employee’s Name] Onboarding Schedule | | | | |
| Day 1 | **Time** | | **Meeting/Task** | **Meeting Link/Location** | **Other Individuals Attending** | **Notes** |
|  | 8:00 am | |  |  |  |  |
| 8:30 – 9:30 am | |  |  |  |  |
| 9:00-11:30 am | |  |  |  |  |
| 11:30 am-1:00 pm | |  |  |  |  |
|  |  |  |  |
| 1:00 – 2:00 pm | |  |  |  |  |
| 2:00 – 3:00 pm | |  |  |  |  |
| 3:00 – 4:30 pm | |  |  |  |  |
|  | |  | | | | |

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| --- | --- | --- | --- | --- | --- | --- |
|  | | [Position Title or New Employee’s Name] Onboarding Schedule | | | | |
| Day 2 | **Time** | | **Meeting/Task** | **Meeting Link/Location** | **Other Individuals Attending** | **Notes** |
|  | 8:00 am | |  |  |  |  |
| 8:30 – 9:30 am | |  |  |  |  |
| 9:00-11:30 am | |  |  |  |  |
| 11:30 am-1:00 pm | |  |  |  |  |
|  |  |  |  |
| 1:00 – 2:00 pm | |  |  |  |  |
| 2:00 – 3:00 pm | |  |  |  |  |
| 3:00 – 4:30 pm | |  |  |  |  |
|  | |  | | | | |