|  |  |
| --- | --- |
|  | [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 |  |  |  |  |
|  |  |

|  |  |
| --- | --- |
|  | [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 |  |  |  |  |
|  |  |