

# ONBOARDING PLAN WORKSHEET

Employee Name: \_\_\_\_\_ Manager Name: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Date: \_\_\_\_\_

## At Offer Acceptance:

	Task	Who
1.		
2.		
3.		
4.		
5.		

## Prior to First Day:

	Task	Who
1.		
2.		
3.		
4.		
5.		

First Day: \_\_\_\_\_ Date: \_\_\_\_\_

	Task	Who
1.		
2.		
3.		
4.		
5.		

**First Week (task, person responsible, and day):**

	Task	Who	Date
1.			
2.			
3.			
4.			
5.			

**First Month (task, person responsible, and day/week):**

	Task	Who	Date
1.			
2.			
3.			
4.			
5.			



<http://executive-velocity.com>



[beth.miller@executive-velocity.com](mailto:beth.miller@executive-velocity.com)



678.579.9191

