

New Employee First Week Onboarding Schedule

Welcome to the team! Use this printable schedule to track your onboarding sessions, locations, and progress during your first week.

Employee Information

Employee Name: Start Date:

Department: Onboarding Buddy:

Manager: Office/Desk Location:

Weekly Onboarding Schedule

Day	Time	Activity / Session Description	Presenter / Location	Completion Status / Notes
Monday (Day 1)	09:00 AM - 10:30 AM	HR Welcome, Paperwork & Badge Photo	HR Team/ Lobby	<input type="text" value="e.g., Completed"/>
Monday (Day 1)	10:45 AM - 12:00 PM	IT Equipment Setup & Network Login	IT Helpdesk / Room 204	<input type="text" value="e.g., Logins active"/>
Monday (Day 1)	12:00 PM - 01:30 PM	Welcome Lunch with Team	Your Team/ Cafeteria	<input type="text"/>
Monday (Day 1)	02:00 PM - 04:00 PM	Company Culture & Strategy Overview	Executive Suite	<input type="text"/>
Tuesday (Day 2)	09:30 AM - 11:00 AM	Department-Specific Tools Overview	Onboarding Buddy	<input type="text"/>
Tuesday (Day 2)	11:15 AM - 12:30 PM	Role Expectations & Goal Setting	Your Manager	<input type="text"/>
Tuesday (Day 2)	02:00 PM - 03:30 PM	Product / Service Deep Dive Session	Product Team/ Virtual	<input type="text"/>
Wednesday (Day 3)	10:00 AM - 11:30 AM	Security & Compliance Training	Self-Paced Portal	<input type="text"/>
Wednesday (Day 3)	01:00 PM - 03:00 PM	Job Shadowing (Session 1)	Team Lead Desk	<input type="text"/>
Thursday (Day 4)	09:30 AM - 11:30 AM	Job Shadowing (Session 2)	Team Lead Desk	<input type="text"/>
Thursday (Day 4)	02:00 PM - 03:30 PM	Cross-Functional Team Meet & Greet	Marketing Team/ Room 102	<input type="text"/>
Friday (Day 5)	10:00 AM - 11:00 AM	Weekly Review & Outstanding Questions	Onboarding Buddy	<input type="text"/>
Friday (Day 5)	03:00 PM - 04:00 PM	First Week Wrap-up & Manager Check-in	Your Manager	<input type="text"/>
<input type="text" value="Custom Day"/>	<input type="text" value="Custom Time"/>	<input type="text" value="Custom Activity"/>	<input type="text" value="Presenter / Loc"/>	<input type="text" value="Notes"/>

Onboarding Checklist & Notes

- Completed all required HR paperwork:
- Completed IT setup and software installations:
- Completed mandatory security & compliance training:
- Scheduled recurring 1-on-1 meetings with Manager:

Sign-off

Employee Signature: Date:

Manager Signature: Date: