# 

NEW EMPLOYEE NAME

# INDUCTION PLAN

WELCOME TO COMPANY NAME

**Welcome**

Job title: Title

Reporting to: Name of Manager

Commencing: Date

|  |  |  |  |
| --- | --- | --- | --- |
| Meeting | Who | Time | Action |
| Day 1 DATE | | | |
| Intro & Office tour | Name of person responsible | 9:00am |  |
| Desk set-up and system access |  | 9:30am |  |
| HR Overview, payroll and documentation |  | 10:00am |  |
| Meeting with key personnel |  | 11:00am |  |
| Lunch | Take employee out, or order for whole team | 12:00pm |  |
| Job specific training |  | 1:00pm |  |
| System specific training |  | 3:00pm |  |
| Position overview, KPI’s, expectations |  | 4:00pm |  |
| End of first day check-in | It is very important to check in with your employee every morning and afternoon for the first week. | 5:15pm |  |
| Day 2 DATE | | | |
| Day 2 check-in |  | 8:30am |  |
|  |  |  |  |
| End of day 2 check-in |  |  |  |
| Day 3 DATE | | | |
| Day 3 check-in |  | 8:30am |  |

Replicate the table for the first 1-2 weeks depending on the nature of the role.

Note: Induction is a list of key activities and tasks to complete as part of the onboarding process. Onboarding is a process of learning and development, job specific training and measurement of success.