

One-Page, Onboarding Plan

SECTION 1

Job Title

Name

Date

Team Values & Culture:

Expectation for month 1:

(i.e. 15 min. daily check in that you lead. Take notes with all trainings in a shared folder/job manual. 24 hours for email responses. Read employee manual daily. Ask 1 question in every meeting. Etc.)

Timeline to be fully trained up:

End of training meeting check-in/celebration date:

What success looks like during training period:

Documents to review:

Training modules to experience:

Go-to People/Trainers/Mentors:

SECTION 2

Specifics:

What	When

Strengths & growth areas & learning style for this role:

Extra: