

Template: Onboarding Schedule

Week 1: Orientation and Introduction

Day 1: Welcome and Department Overview

Time	Topic
9:00 AM - 9:30 AM	Welcome to the Department
9:30 AM - 10:30 AM	Department Overview and Connection to University Mission, Vision, and Values
10:30 AM - 11:00 AM	Break
11:00 AM - 11:30 AM	Office Tour and Facility Overview
11:30 AM - 12:00 PM	Desk and IT Setup (Email, Computer, Access)
12:00 PM - 1:00 PM	Lunch with Hiring Manager
1:30 PM - 3:00 PM	HR Documentation (I-9) and Onboarding Tasks. Register for New Hire and Benefits Orientation
3:00 PM - 3:30 PM	Break
3:30 PM - 4:30 PM	Review of the Day and Overview of the Week

Day 2: Department Policies and Procedures

Time	Topic
9:00 AM - 10:00 AM	Department Policies and Code of Conduct
10:00 AM - 10:30 AM	Break
10:30 AM - 11:30 AM	Compliance and Required Training
11:30 AM - 12:00 PM	Meet Onboarding Buddy and Get Rebel Card/Parking Permit
12:00 PM - 1:00 PM	Lunch with Onboarding Buddy
1:00 PM - 2:30 PM	Compliance and Required Training Continued
2:30 PM - 3:00 PM	Break
3:00 PM - 4:00 PM	Introduction to Software and Procedures
4:00 PM - 5:00 PM	Independent Work

Day 3: Role-Specific Training

Time	Topic
9:00 AM - 10:00 AM	Role and Responsibilities Overview
10:00 AM - 10:30 AM	Break
10:30 AM - 12:00 PM	Administrative Faculty: <ul style="list-style-type: none">● Position Description Questionnaire (PDQ)● Essential Functions● Performance Evaluation Process Classified: <ul style="list-style-type: none">● Position Description (NPD-19)● Essential Functions● Work Performance Standards (HR-14)
12:00 PM - 1:00 PM	Lunch
1:00 PM - 3:00 PM	Tools, Software, and Systems Training
3:00 PM - 3:30 PM	Break
3:30 PM - 5:00 PM	Role-Specific Training

Day 4: Team Collaboration and Communication

Time	Topic
9:00 AM - 10:30 AM	Team Dynamics and Collaboration Tools
10:30 AM - 10:45 AM	Break
10:45 AM - 12:00 PM	Communication Etiquette and Channels
12:00 PM - 1:00 PM	Lunch
1:00 PM - 3:00 PM	Project Overview and Role in Team Projects
3:00 PM - 5:00 PM	Break/Independent Reflection

Day 5: Onboarding Feedback and Next Steps

Time	Topic
9:00 AM - 10:00 AM	Q&A, Review of Week 1 and Initial Feedback
10:00 AM - 10:30 AM	Break
10:30 AM - 11:30 AM	Introduction to Upcoming Training and Development Opportunities
12:00 PM - 1:00 PM	Lunch with Supervisor
1:00 PM - 3:00 PM	Start Individual Development Plan including Goal Setting, Expectations, and Timeframe
3:00 PM - 3:30 PM	Break
3:30 PM - 5:00 PM	Wrap-up and Preparation for Week 2

Week 2 and Beyond: Ongoing Training and Integration

Supervisor will schedule meetings with subject matter experts for training and job shadowing as needed. Engage in active project participation, consistently assess and advance the individual development plan. By the end of Week 2, convene for an update on the individual development plan, followed by ongoing reviews and updates during regular one-on-one meetings.