**Onboarding Schedule Template**

The Onboarding Schedule Template provided on pages 2-3 should be completed by the Supervisor and provided to the new employee in advance of their first day by email. It is also recommended that a printed version is made available on their first day for easy reference.

While each employee’s onboarding will be unique to their position and department, the following are suggested meetings and tasks to incorporate into their onboarding schedule. Some additional suggested resources to provide are also listed on the bottom half of page 3.

**Meetings to include:**

* Onboarding Session
* Lunch on their first day with supervisor/team
* One-on-one with Supervisor
* One-on-one with peer team member
* Team/department Meetings
* Introductory meetings with key contacts

**Tasks to include:**

* Preventing Workplace Harassment Training in FocusU
* Upload ID Photo
* Set up CMU Email Signature and Voicemail Message (provide instructions/templates)
* Register for New Hire Orientation in FocusU
* Department/role specific trainings

**New Hire’s Name [Andrew ID]**

Title

Welcome to Carnegie Mellon University! Below is an outline of meetings and onboarding tasks to complete during your first week. Calendar invites to all meetings listed are available in your [Google](https://www.cmu.edu/computing/services/comm-collab/email-calendar/exchange/index.html) Mail calendar. If you have any questions regarding the scheduled tasks or meetings, please reach out to **NAME** at **ANDREWID**@andrew.cmu.edu or 412-268-**XXXX**.

**Day, Month XX, 202X**

|  |
| --- |
| **Meetings** |
|  |  |
|  |  |
|  |  |
|  |  |
| **Onboarding Tasks** |
| *
*
*
 |

**Day, Month XX, 202X**

|  |
| --- |
| **Meetings** |
|  |  |
|  |  |
|  |  |
|  |  |
| **Onboarding Tasks** |
| *
*
*
 |

**Day, Month XX, 202X**

|  |
| --- |
| **Meetings** |
|  |  |
|  |  |
|  |  |
|  |  |
| **Onboarding Tasks** |
| *
*
*
 |

**Day, Month XX, 202X**

|  |
| --- |
| **Meetings** |
|  |  |
|  |  |
|  |  |
|  |  |
| **Onboarding Tasks** |
| *
*
 |

**Day, Month XX, 202X**

|  |
| --- |
| **Meetings** |
|  |  |
|  |  |
|  |  |
|  |  |
| **Onboarding Tasks** |
| *
 |

**Additional Meetings and Tasks in First Month**

|  |  |
| --- | --- |
| **Onboarding Tasks** | *
*
 |
| **Meetings** | * (*List upcoming team, department, and other relevant meetings and make sure they are added to the calendar invites/relevant D-Lists*)
*
*
 |

**Additional Resources**

**Key Contacts**

* **Supervisor:** [email, work phone, cell phone, office location]
* **Point of Contact if Supervisor is not available:** [email, work phone, cell phone, office location]

**Department Resources**

*
*

**CMU Leadership**

* [Senior Administration](https://www.cmu.edu/leadership/senior-admin/index.html)

**Links to Bookmark**

* [Human Resources Website](https://www.cmu.edu/hr/)
* [Workday Login](https://wd5.myworkday.com/cmu/d/home.htmld)
* [FocusU](https://www.cmu.edu/hr/resources/focusu.html)
* [Add any additional links here that might make sense for your new employee]