

## ONBOARDING CHECKLIST+TIMELINE

### **FIRST WEEK:**

- ☐ Complete initial employee paperwork (payroll, I9, employee handbook, etc)
- ☐ Get settled with any materials/tech you may need.
- ☐ Prepare a bio for your first daily huddle to include your name, some background, family information and what brought you to REBOOT. Share pictures if you'd like (on zoom).
- ☐ Go through PHASE ONE on the onboarding website.

### **WITHIN 14 DAYS OF STARTING:**

- ☐ Meet with your manager to go over/create your job scorecard.
- ☐ Complete PHASE TWO of onboarding website
- ☐ Get list of PHASE THREE trainings/logins that you need to complete from your manager.

### **WITHIN 30 DAYS:**

- ☐ Complete assigned PHASE THREE of training items on the onboarding website.
- ☐ Meet with the whole team one on one to learn about job duties and personal life.