

Staff onboarding plan

Date: July 23, 2026

Timeline

08:30 – 09:00 Arrival and Welcome Coffee

New hires check in with HR and collect their welcome packages and badges. Enjoy fresh coffee and breakfast pastries while greeting fellow cohort members.

Location: Reception Lobby

09:00 – 09:45 Executive Welcome Address

Members of the executive team introduce themselves and outline the company's core mission and strategic vision. New staff gain insight into corporate culture and organizational goals.

Location: Main Auditorium

09:45 – 10:45 Company History & Culture Presentation

HR leads an interactive session on corporate history, key milestones, and workplace values. Employees learn about available employee resource groups and community initiatives.

Location: Main Auditorium

10:45 – 12:00 IT Setup & Hardware Handout

The IT support team assists new team members in configuring company laptops, security keys, and network credentials. Multi-factor authentication and security policies are established.

Location: Training Lab 1

12:00 – 13:00 Team Welcome Lunch

New hires join their immediate managers and department peers for a catered welcome lunch. This offers a relaxed setting to get acquainted and ask casual questions.

Location: Company Cafeteria

13:00 – 13:45 Office Tour & Facilities Walkthrough

A guided walk through the office facilities highlights key departments, print hubs, and emergency exits. Staff also discover breakrooms, wellness facilities, and quiet working zones.

Location: Headquarters Campus

13:45 – 15:00 Internal Systems & Software Training

A practical walk-through covers central tools such as messaging platforms, HR portals, and time-tracking systems. Hands-on guidance ensures everyone can navigate core software successfully.

Location: Training Lab 1

15:00 – 15:45 Department Introduction & Buddy Assignment

New hires meet their designated onboarding buddies and team members at their respective workspaces. Buddies share useful tips and guide initial integration into team routines.

Location: Department Workstations

15:45 – 16:30 First-Week Task & Goal Alignment

Direct managers review the onboarding roadmap and assign specific tasks for the first week. Clear expectations and initial project milestones are established.

Location: Department Meeting Room

16:30 – 17:00 Day One Wrap-Up & Feedback

The HR team reconvenes with all new hires to answer outstanding questions and collect day-one feedback. Everyone receives their schedule and helpful checklists for the remaining week.

Location: Main Auditorium