

FIRST 6 MONTHS ONBOARDING PLAN

FIRST 6 MONTHS OVERVIEW

Employee Name:

Start Date:

MONTH 1-2	MONTH 3-4	MONTH 5	MONTH 6
<ul style="list-style-type: none">• Weekly check-ins with manager• Team meetings• Internal deep dive training	<ul style="list-style-type: none">• Fortnightly check-ins with manager• Team Meetings• Shadow XX for the day• Goal Setting• Networking Events• Review Competency Framework	<ul style="list-style-type: none">• Fortnightly check-ins with manager• Team Meetings• Probation Review - self evaluation, manager evaluation, review meeting• Professional Development	<ul style="list-style-type: none">• Check-ins with manager as per agreed cycle• Team Meetings• Development Plan• Confirm Employment• Seek feedback on onboarding experience