Reset Form

New Hire Virtual Onboarding Schedule

Description The following details the onboarding schedule requirements for a newly hired Employee. The goals are to help the new Employee feel comfortable in the workplace, earn their commitment to the Company, and increase their production and contributions to their team during the first six months of employment.

Details

New Employee Name:

Job Title:

Work Hours:

Assigned Mentor:

Start Date:

Manager:

Instructions Use this document to track and record all activities for the onboarding process. Indicate the Owner in the column provided. This is the person responsible for ensuring the task is completed.

Prior to First Day

✓	Task	Owner
☐	Complete the ServiceNow Employee Services – New Hire-Rehire form to request software, equipment, and access for the new Employee at least **two weeks prior to start date**. **Note**: Please check "Yes" next to New Hire Orientation if the Employee should attend systems training during the afternoon of their first day. This is not necessary for a rehire or contractor conversion to Employee.	
☐	Send an email announcement to the team to familiarize them with the new new Employee's background and qualifications.	
☐	Determine the appropriate "Mentor" for new Employee.	
☐	Check that the new Employee's workspace is identified, prepared, clean, organized, and has all the necessary supplies, phone, furniture, etc. for when we return to the office.	
☐	Identify meaningful first tasks or assignments for new Employee.	
☐	Confirm that computer system is set up and ready for use **1-2 days** prior to new Employee's arrival and coordinate delivery. Arrange for any necessary supplies for home office.	
☐	Ensure new Employee's name is included on all appropriate email distribution lists, including Corporate Communications, Corporate Events, phone directories, etc.	
☐	Schedule dates and times on both yours and new Employee's calendars. ☐ **Day 1 > 8:00 AM** for Meet and Greet – Virtual Welcome ☐ **Day 1 > 10:00 AM – 12:00 PM** for HR Orientation and Systems Training with L&D ☐ **Day 2 > 1-2 hours** to meet one-on-one ☐ **Week 1 > 2-3** check-in meetings	

Continued on next page

Continued from previous page

Day One

✓	Task	Owner
☐	**8:00 AM** - Contact and welcome your new Employee.	
☐	Introduce to coworkers and team members, if available.	
☐	Introduce and transition your new Employee to their "Mentor."	
☐	**10:00 AM - 12:00 PM** – Instruct the new Employee to join the **Teams** video conference for the HR Orientation and Systems Training session.	
☐	Check-in and have follow-up conversation at the end of the first day to ensure new Employee's questions have been answered and to set expectations for the week.	

First Week

✓	Task	Owner
☐	Provide job overview, responsibilities, and performance expectations. Review work hours, PTO requests, etc.	
☐	Discuss departmental functions and workflow processes, for example, how work is assigned and routed.	
☐	Explain job related procedures and standards such as Kronos, phone greeting, email signature line, office supplies, etc.	
☐	Review network drives to demonstrate where documents are saved.	
☐	Set up time with Corporate Records super user/coordinator to review departmental folder structure and naming conventions.	
☐	Conduct review of the Knowledge Center (KC) including, tabs, sections, search feature, Corporate Home page, HR Home page, etc.	
☐	Instruct new Employee to complete the required training courses in the Learning Management System (LMS) **My Learning Assignments** list. ☐ Discount Tire: Who We Are ☐ Discount Tire: What We Do ☐ ServiceNow	
☐	Schedule and conduct "The Dream" discussion as a follow-up to the **Who We Are and What We Do** courses.	
☐	Enter any departmental specific requirements, tasks, etc., in the blank spaces provided throughout this document.	
☐		
☐		

Continued on next page

Continued from previous page

First 30 Days

✓	Task	Owner
☐	Schedule ongoing one-on-ones on a regular cadence.	
☐	Review LEAD and WIG(s). Discuss LEAD measures and WIG sessions.	
☐	Schedule 15-30 minute individual Meet and Greet sessions with new Employee and each member of your department. This provides an excellent opportunity for getting to know each other, clarifying roles, establishing working relationships, and strengthening the integration of the new Employee into the team!	
☐	Continue introducing key partners and Leaders within other departments.	
☐	Continue identifying and conducting on-the-job training opportunities. This includes key knowledge transfer sessions on core processes for the team, department, segment, etc.	
☐	Review the Extended Learning Catalog and FranklinCovey All Access Pass in the LMS so your new Employee understands the additional self-directed eLearning options available for them.	
☐	Arrange and conduct a Store Visit, when available.	
☐	Frequently check-in and touch base on questions, concerns, progress, direction, next steps, etc.	
☐		

0 – 3 Months

✓	Task	Owner
☐	Provide overview of our Performance Management Program: ☐ Share and discuss Manager Talking Points **Note**: This overview is to help the new Employee become familiar with the program elements. Formal Goal Setting will not begin until the common review cycle begins for the new year.	
☐	Register new Employee for the required Speed of Trust for Discount Tire Teams training course through the LMS. **Note**: Generally offered every quarter.	
☐	Frequently check-in and touch base on questions, concerns, progress, direction, next steps, etc. Continue regular one-on-ones.	
☐		
☐		

Continued on next page

Record notes and any additional role specific tasks here: