

New Leader Onboarding Schedule (External Hire)

Description The following details the onboarding schedule requirements for a new Leader who is joining Discount Tire for the first time. The goals are to help the new Leader feel comfortable in the workplace, earn their commitment to the Company, and increase their productivity and contributions to the organization during the first six months of employment.

Details

New Leader Name:
 Job Title:
 Work Hours:
 Assigned Mentor:
 Start Date:
 New Leader's Leader:

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
	<p>✓ Complete the ServiceNow Employee Services – New Hire-Rehire form to request software, equipment, and access for the new Leader at least two weeks prior to start date.</p> <p>Note: Please check "Yes" to the New Hire Orientation if the new Leader should attend the office tour and systems training during their first day.</p>	
	Send email announcement to the team to familiarize them with the new Leader's background, qualifications, interests, etc.	
	Determine the appropriate "Mentor" for the new Leader.	
	Check that the new Leader's office/workspace is identified, prepared, clean, organized, and has all the necessary supplies, phone, furniture, etc.	
	Confirm that computer system is set up and ready for use 1-2 days prior to new Leader's arrival and coordinate delivery.	
	Ensure new Leader's name is included on all appropriate email distribution lists, including Corporate Communications, Corporate Events, phone directories, etc.	
	Coordinate and schedule meet and greet sessions with Executive Chairman, CEO, and BSLs during the first week.	
	<p>Schedule dates and times on both yours and new Leader's calendars.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Day 1 > 8:00 AM for Meet and Greet with Leader and team. <input type="checkbox"/> Day 1 > 8:30 AM – 9:00 AM escort new Leader to the identified location to submit I-9 documentation to HR. <input type="checkbox"/> Day 1 > 9:00 AM – 12:00 PM for Office Tour and New Hire Orientation Training with DTU. <input type="checkbox"/> Day 2 > 1-2 hours to meet one-on-one. <input type="checkbox"/> Week 1 > 2-3 check-in meetings. 	

Day One

✓	Task	Owner
	8:00 AM – Meet and welcome the new Leader. Introduce to coworkers and team members, if available.	
	Introduce and transition new Leader to their “Mentor.”	
	8:30 AM – 9:00 AM Go to identified location and submit I-9 documentation to HR.	
	9:00 AM – Escort the new Leader to the main lobby for the Office Tour and New Hire Orientation Training session with DTU. Provide your contact information to the new Leader in case they need to reach you during or after their Orientation.	
	9:00 AM – 12:00 PM – Escort the new Leader to the main lobby for the Office Tour and New Hire Orientation Training session with DTU.	
	12:00 PM – Meet the new Leader from the main lobby. If their new ID badge is ready, receive their new ID badge from the Security Desk. Next, create a plan with the new Leader for the rest of their first day.	
	Check-in and have follow-up conversation at the end of the first day to ensure new Leader'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 Workday, phone greeting, email signature line, requesting supplies, etc.	
	Review network drives to demonstrate where documents are saved.	
	Conduct detailed review of the Knowledge Center (KC) – tabs, sections, search feature, Corporate Home, Store Operations, DTN, etc.	
	Provide special focus on Leadership Resources page. This is the digital handbook for Leadership topics and tools. The new Leader should spend adequate time going through all the tabs and information on this page.	
	Instruct new Leader to complete the required training courses in Discount Tire University My Learning Assignments list. <ul style="list-style-type: none"> <input type="checkbox"/> Discount Tire: Welcome to Our Family <input type="checkbox"/> Discount Tire: Who We Are and What We Do <input type="checkbox"/> Introduction to DTMS (Discount Tire Management System) 	
	Schedule and conduct “Dream” discussion as a follow-up to the Who We Are and What We Do training course.	
	Meet with Executive Chairman, CEO, and BSLs during scheduled sessions.	
	Enter any departmental specific requirements, tasks, etc., in the blank spaces provided throughout this document.	

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 Leader and each member of the team/department. This provides an excellent opportunity for getting to know each other, clarifying roles, establishing trust and working relationships, and strengthening the integration of the new Leader into the organization!	
	Continue introducing key partners and other Leaders within the segments.	
	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 DTMS page on the KC and discuss the Discount Tire Management System (DTMS), including the tools and resources.	
	Access Discount Tire University and review the DTU Corporate Learning Paths and DTU Electives so the new Leader understands development journey and learning solutions available to them.	
	Instruct new Leader to register complete additional required courses in the DTU: (100) Mission and Vision Learning Journey , as time allows.	
	Frequently check-in and touch base on questions, concerns, progress, direction, next steps, etc.	

0 – 3
Months

✓	Task	Owner
	Instruct new Leader to register (through Discount Tire University) and complete the following required training courses for Leadership: <ul style="list-style-type: none"> <input type="checkbox"/> Speed of Trust- Application Based Workshop <input type="checkbox"/> LEAD Overview <p>Note: Speed of Trust and LEAD are instructor-led classes and are generally offered every quarter.</p>	
	Instruct new Leader to register and complete additional required courses in the DTU: (200) Business Insight Learning Journey , as time allows.	
	Frequently check-in and touch base on questions, concerns, progress, direction, next steps, etc. Continue regular one-on-ones.	

3 – 6
Months

✓	Task	Owner
	<p>Instruct new Leader to enroll (through Discount Tire University) and complete the following required training courses for Leadership (those with direct reports):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Performance Management: Setting Clear Expectations <input type="checkbox"/> Performance Management: Feedback Matters <input type="checkbox"/> Performance Management: Focused Improvement <input type="checkbox"/> Performance Management: Annual Reviews <p>Note: These four series, 1 ½ hour instructor-led classes and are generally offered every quarter.</p>	
	Familiarize new Leader with the Performance Management information page and resources on the KC. Refer to the Process Map for administration details.	
	Instruct new Leader to register and complete additional required courses in the DTU: (300) Leadership Foundations Learning Journey , as time allows.	
	Arrange and conduct visit(s) at other Company facilities (Alameda, Flight Department (at hangar), etc.), if available.	
	Frequently check-in and touch base on questions, concerns, progress, direction, next steps, etc. Continue regular one-on-ones.	

Record notes and any additional role specific tasks here: