

Week One Checklist

From welcomed to oriented to operational

SET THE FOUNDATION

- ☐ Manager and new hire co-write the 30/60/90 day learning goals
- ☐ Role expectations clarified in writing — what success looks like at 30, 60, 90
- ☐ All systems access verified end-to-end (email, chat, project tools, file shares, ticketing)
- ☐ Required role-specific training scheduled on the calendar

MEET THE TEAM

- ☐ Department deep-dives — at least one introductory session per cross-functional team they'll touch
- ☐ Shadow at least two key team members on real work
- ☐ Coffee chat or 1:1 with at least three people outside the immediate team
- ☐ Buddy check-in mid-week — informal, "how's it going?"

END-OF-WEEK CHECK-INS (FRIDAY)

- ☐ **Manager:** what worked, what didn't, what does next week look like
- ☐ **HR:** any open questions, paperwork loose ends, benefits clarifications
- ☐ **Buddy or mentor:** the unfiltered "is the company what you thought it was?"

Week 1 goal: They leave Friday feeling like they belong here and can't wait to make a difference next week.