



DAY	AREA	ACTION	RESPONSIBILITY	✓
2	Compliance	Share any relevant company policies	HR	
2	Management	Set objectives and goals for 30, 60, 90 days so the new hire knows where to focus	Line Manager	
2	Training	Introduce your learning processes, systems and policies for personal development	HR	
2	Training	Carry out skills assessment to gauge knowledge and abilities	Line Manager	
2	Culture	Set up meetings with key people (department heads, members of the management team)	Hiring Manager	
3	Culture	Explain company culture and values to the new hire	Line Manager	
4	Training	Set up supervision and mentoring for the new employee	HR/Hiring Manager	
5	Culture	Connect new employee with others in the company based on work and personal interests	Line Manager	

DAY	AREA	ACTION	RESPONSIBILITY	✓
7	Compliance	Enroll employee in pension plan	HR	
7	Logistics	Enroll employee in other staff benefits	HR/Employee	
30	Management	Carry out 1 month progress review meeting	Line Manager	
90	Management	Carry out 3 month progress review meeting	Line Manager	