

Onboarding Guide

First-day and first-week setup instructions for new hires.

- [First Day Checklist](#)
- [First Week Setup](#)

First Day Checklist

Use this checklist to standardize new employee onboarding.

1. Confirm account access
2. Assign systems and permissions
3. Review policies
4. Introduce reporting structure

First Week Setup

Use this page to document what should be completed during the first week.

- Training modules
- Required reading
- Shadowing schedule
- Performance check-in