

**<Name>– <add title here>**

Onboarding Schedule | Hire Date: 00/00/0000

**WEEK 1**

**Monday, Date**

|  |  |  |  |
| --- | --- | --- | --- |
| **Time** | **Meeting with** | **Location** | **Overview of topic** |
| 8:00 – 9:00 AM | Office Manager | TP 2000 | Arrival, get settled, brief introductions, tour of Town Point, provide laptop, etc. |
| 9:00 – 12:00 PM | Deputy CHRO for Operations and Office Manager | 2220 | Introduction and overview |
| 12:00 – 1:30 PM | Welcome lunch with Team |  |  |
| 1:30 – 2:30 PM | Office Manager | 2048 | HR overview and checklist |
| 2:30 – 3:30 PM | Independent | Front desk area | HR website, Onboarding task(s) completion |
| 3:30 – 5:00 PM | Student Assistant | Front Desk | Introduction, Review closing front desk process |

**Tuesday, Date**

|  |  |  |  |
| --- | --- | --- | --- |
| **Time** | **Meeting with** | **Location** | **Overview of topic** |
| 8:00 – 11:00 AM | Office Manager & Student Assistant | Front desk | Review opening front desk process and shadowing |
| 11:00 – 12:00 PM | Independent | Front desk area | Submit the [**Nolij Web User Request Form**](https://na3.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=ca79fc43-a748-4309-9649-645b23a3f46b&env=na3-eu1&acct=13ea5398-db40-492a-a0f5-08bcdf17277a&v=2)a and [**FERPA Training**](https://ksu.skillport.com/skillportfe/main.action#summary/CUSTOMER_DEFINED/CDE$125920:_cust_course:sppubksu/_scorm12_sppubksu_des_ferpa1920_v4) – print certificate |
| 12:00 – 1:00 PM | Lunch |  |  |
| 1:00 – 1:30 PM | Deputy CHRO, Strategy and Director, Talent Acquisition | 2220 | TAM Team |
| 1:30 – 2 PM | Office Manager & Student Assistant | Mailroom |  |
| 2:00 – 4:30 PM | Student Assistant | Front desk | Introduction, Front desk process |
| 4:30 – 5:00 PM | Independent | Front desk area | Digestion of information received thus far. Spend time to review HR website |

**Wednesday, Date**

|  |  |  |  |
| --- | --- | --- | --- |
| **Time** | **Meeting with** | **Location** | **Overview of topic** |
| 8:00 – 11:30 AM | Office Manager | Front Desk | Opening, Shadowing and hands on training |
| 11:30 – 12:00 PM | HR Creative Design Manager | TP 2002 | Introduction and Overview  HR Newsletter |
| 12:00 – 1:00 PM | Lunch |  |  |
| 1:00 -4:00 PM | Student Assistant | Front Desk | Front desk shadowing and hands on Training, I9 Appointments |
| 4:00 – 4:30 PM | HRBP Manager | 2219 | HRBP/G/C Team |
| 4:30 – 5:00 PM | Student Assistant | Front Desk | Front desk shadowing, hands on training, and closing process |

**Thursday, Date**

|  |  |  |  |
| --- | --- | --- | --- |
| **Time** | **Meeting with** | **Location** | **Overview of topic** |
| 8:00 – 9:30 AM | Student Assistant | Front Desk | Front desk hands on Training, New Manager Orientation (NMO) |
| 9:30 – 10:00 AM | Director, Compensation | 2432 | Compensation Team |
| 10:00 – 12:00 PM | Office Manager | 2048 | Verification of Employment (VOEs) |
| 12:00 – 1:00 PM | Lunch |  |  |
| 1:00 – 2:30 PM | Independent | Front desk cube | Complete any outstanding Required Training |
| 2:30 – 5:00 PM | Student Assistant | Front Desk | Front desk hands on training and closing process |

**Friday, Date**

|  |  |  |  |
| --- | --- | --- | --- |
| **Time** | **Meeting with** | **Location** | **Overview of topic** |
| 8:00 – 9:30 AM | Office Manager | Front desk | Front desk hands on training |
| 9:30 – 10:00 AM | Manager, HR Management Systems | TP 2903 | HRMS Team |
| 10:00 – 12:00 PM | Office Manager | Front desk | Front desk hands on training |
| 12:00 – 1:00 PM | Lunch |  |  |
| 1:00 – 2:00 PM | Office Manager | 2048 | Verification of Employment (VOEs) |
| 2:00 - 3:00 PM | Office Manager | 2048 | New Manager Orientation (NMO) training |
| 3:00 – 4:00 PM | Office Manager | 2048 | Aim Requests, Room reservations, [campus.kennesaw.edu](https://campus.kennesaw.edu/)  Division List, Emergency Contact |
| 4:00 – 5:00 PM | Student Assistant | Front desk | Front desk hands on training and closing process |

**WEEK 2**

**Monday, Date**

|  |  |  |  |
| --- | --- | --- | --- |
| **Time** | **Meeting with** | **Location** | **Overview of topic** |
| 8:00 – 9:00 AM | Office Manager | TP 2000 | Arrival, get settled, brief introductions, tour of Town Point, provide laptop, etc. |
| 9:00 – 12:00 PM | Deputy CHRO for Operations and Office Manager | 2220 | Introduction and overview |
| 12:00 – 1:30 PM | Welcome lunch with Team |  |  |
| 1:30 – 2:30 PM | Office Manager | 2048 | HR overview and checklist |
| 2:30 – 3:30 PM | Independent | Front desk area | HR website, Onboarding task(s) completion |
| 3:30 – 5:00 PM | Student Assistant | Front Desk | Introduction, Review closing front desk process |

**Tuesday, Date**

|  |  |  |  |
| --- | --- | --- | --- |
| **Time** | **Meeting with** | **Location** | **Overview of topic** |
| 8:00 – 11:00 AM | Office Manager | Front desk | Review opening front desk process and shadowing |
| 11:00 – 12:00 PM | Independent | Front desk area | Submit the [**Nolij Web User Request Form**](https://na3.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=ca79fc43-a748-4309-9649-645b23a3f46b&env=na3-eu1&acct=13ea5398-db40-492a-a0f5-08bcdf17277a&v=2)a and [**FERPA Training**](https://ksu.skillport.com/skillportfe/main.action#summary/CUSTOMER_DEFINED/CDE$125920:_cust_course:sppubksu/_scorm12_sppubksu_des_ferpa1920_v4) – print certificate |
| 12:00 – 1:00 PM | Lunch |  |  |
| 1:00 – 1:30 PM | Deputy CHRO, Strategy and Director, Talent Acquisition | 2220 | TAM Team |
| 1:30 – 2 PM | Student Assistant | Mailroom |  |
| 2:00 – 4:30 PM | Student Assistant | Front desk | Introduction, Front desk process |
| 4:30 – 5:00 PM | Independent | Front desk area | Digestion of information received thus far. Spend time to review HR website |

**Wednesday, Date**

|  |  |  |  |
| --- | --- | --- | --- |
| **Time** | **Meeting with** | **Location** | **Overview of topic** |
| 8:00 – 11:30 AM | Office Manager | Front Desk | Opening, Shadowing and hands on training |
| 11:30 – 12:00 PM | HR Creative Design Manager | TP 2002 | Introduction and Overview  HR Newsletter |
| 12:00 – 1:00 PM | Lunch |  |  |
| 1:00 -4:00 PM | Student Assistant | Front Desk | Front desk shadowing and hands on Training, I9 Appointments |
| 4:00 – 4:30 PM | HRBP Manager | TP 2813 | HRBP/G/C Team |
| 4:30 – 5:00 PM | Student Assistant | Front Desk | Front desk shadowing, hands on training, and closing process |

**Thursday, Date**

|  |  |  |  |
| --- | --- | --- | --- |
| **Time** | **Meeting with** | **Location** | **Overview of topic** |
| 8:00 – 9:30 AM | Office Manager and Student Assistant | Front Desk | Front desk hands on Training, New Manager Orientation (NMO) |
| 9:30 – 10:00 AM | Director of Compensation | 2035 | Compensation Team |
| 10:00 – 12:00 PM | Office Manager | 2048 | Verification of Employment (VOEs) |
| 12:00 – 1:00 PM | Lunch |  |  |
| 1:00 – 2:30 PM | Independent | Front desk cube | Complete any outstanding Required Training |
| 2:30 – 5:00 PM | Student Assistant | Front Desk | Front desk hands on training and closing process |

**Friday, Date**

|  |  |  |  |
| --- | --- | --- | --- |
| **Time** | **Meeting with** | **Location** | **Overview of topic** |
| 8:00 – 9:30 AM | Office Manager | Front desk | Front desk hands on training |
| 9:30 – 10:00 AM | Manager, HR Management Services | TP 2903 | HRMS Team |
| 10:00 – 12:00 PM | Office Manager | Front desk | Front desk hands on training |
| 12:00 – 1:00 PM | Lunch |  |  |
| 1:00 – 2:00 PM | Office Manager | 2048 | Verification of Employment (VOEs) |
| 2:00 - 3:00 PM | Office Manager | 2048 | New Manager Orientation (NMO) training |
| 3:00 – 4:00 PM | Office Manager | 2048 | Aim Requests, Room reservations, [campus.kennesaw.edu](https://campus.kennesaw.edu/)  Division List, Emergency Contact |
| 4:00 – 5:00 PM | Student Assistant | Front desk | Front desk hands on training and closing process |

**Future Appointments & Dates to know:**

* Meet with CHRO 2/14 @4PM
* March 3 - NMO Training follow-up (roster)
* March 4 at 2PM - NMO Certificate, Survey & PowerPoint
* Newsletter text training
* Reciprocal 1-9 shadowing