**On-boarding Schedule**

**For**

**Name**

|  |  |  |
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| **DAY/DATE** | **ACTIONS** | **Person Responsible** |
| Day Date  | 1. Welcome, introductions, tour of the office/break room/restrooms, show office/work station
2. Review UNG, departmental structure and organization, and how their job fits in
3. Take to HR to complete I-9 and payroll paperwork
4. Take to Card Services for UNG ID and parking permit
5. Review new duties and responsibilities, along with clear performance expectations
6. Review ADP, policies/handbook, work schedule, pay schedule, etc
7. Review onboarding schedule
8. Additional items
 | Name  |
| Day Date  | 1. Training/orientation Item #1
2. Training/orientation Item #2
3. Training/orientation Item #3
4. Training/orientation Item #4
 | Name  |
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2. Training/orientation Item #2
3. Training/orientation Item #3
4. Training/orientation Item #4
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