**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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