Congratulations on your new role! As you embark on this exciting journey, we have compiled a comprehensive onboarding checklist to help you settle in smoothly and ensure you have everything you need to succeed.

# First Day

* Meet your manager
* Office tour
* Set up workspace
* Meet the team
* Set up technology & systems
* Review the task list for your role
* Review the onboarding schedule
* Review the to do during downtime list
* Accept all calendar invites sent to you
* Share “full details” of calendar with team members

*You can add program specific items you need to do here:*

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# First Week

* Fill out a getting to know you sheet
* Read your emails
* Go to the scheduled meetings on your onboarding schedule
* Attend 1:1’s with supervisor
* Read through “Kick off Conversation” worksheet and answer questions with manager during 1:1 meetings
* Explore the Hilltoppers page
* Explore the Teams and Sharepoints you are a part of to understand the resources available
* Complete your KnowBe4 (electronic) trainings

*You can add program specific items you need to do here:*

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# First Month

* Attend HilltopWay
* Attend team meetings
* Be trained on all tasks from the task list
* Attend any company or team events
* Check out the Hilltop Wellbeing Program
* Check out the HilltopU Program

*You can add program specific items you need to do here:*

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