



Cadenio

HR

# New Hire Onboarding

Complete 30-day onboarding covering pre-boarding, IT setup, orientation, training, compliance, mentoring, and first-month review.

STEPS	DURATION	APPROVALS	CHECKPOINTS
<b>10</b>	<b>30 days</b>	<b>1</b>	<b>3</b>

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## Process steps

### 1 Pre-boarding documentation

Ensure all employment documents are signed, filed, and compliant.

- Employee name text\*
- Offer letter signed \*
- Employment contract signed \*
- Background check cleared \*
- Tax forms completed
- Start date date
- Signed documents file

Checkpoint

Due 4h after start

### 2 IT provisioning

Set up laptop, email, SSO, and all required tool access.

- Laptop ready and shipped/staged \*
- Email created \*
- SSO/IdP account created \*
- Tools provisioned multi-choice
- Software licenses assigned text
- VPN configured

Escalate 1 day

Due 3 days after previous

### 3 Send welcome package

Ship swag, documentation, and Day-1 agenda before start date.

- Package shipped \*
- Tracking number text
- Employee handbook included \*
- Benefits information included \*
- Day-1 agenda included \*

Due 2 days after previous

### 4 Schedule orientation and stakeholder meetings

Book all first-week meetings: manager, buddy, HR, team, and key collaborators.

- Manager 1:1 booked \*
- Buddy assigned text\*
- Buddy briefed \*
- HR orientation scheduled \*
- Team introduction scheduled \*
- Cross-functional intros scheduled

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## Day-1 orientation

Welcome the new hire, complete formalities, and verify access.

- Welcome completed \*
- Security policy reviewed and signed \*
- Acceptable use policy signed \*
- All tool access verified working \*
- Emergency contacts collected
- Day-1 notes text

Checkpoint

6

## Compliance and security training

Complete mandatory compliance, security awareness, and policy training.

- Security awareness training \*
- Data privacy training (GDPR/CCPA) \*
- Code of conduct reviewed \*
- Anti-harassment training
- Training completion certificate file

Escalate 3 days

Due 3 days after previous

7

## Role-specific training

Deliver department-specific training for tools, processes, and expectations.

- Training plan shared \*
- Training sessions completed number
- Hands-on exercises completed
- Questions/concerns text
- Training materials file

Due 5 days after previous

8

## First-week check-in

Manager and HR pulse check on first-week experience.

- Satisfaction score (1-5) number \*
- Feeling supported \*
- Access issues resolved
- Feedback text

Due 2 days after previous

9

## Two-week milestone review

Assess early performance, integration, and address any gaps.

Integration on track

- Early performance assessment
- Action items for manager
- Additional support needed

Due 7 days after previous

\*

dropdown

text

text

10

## 30-day success review and sign-off

Formal first-month review confirming successful onboarding completion.

All training completed

All access verified

- 30-day performance assessment

Goals set for first quarter

- Employee feedback on onboarding
- Manager sign-off

Approval

Checkpoint

Due 16 days after previous

\*

\*

dropdown

\*

text

signature







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