



Cadenio

HR

# Onboarding de Novo Colaborador

Onboarding completo de 30 dias cobrindo pré-embarque, setup de TI, orientação, treinamento, compliance, mentoria e revisão do primeiro mês.

ETAPAS	DURAÇÃO	APROVAÇÕES	CHECKPOINTS
<b>10</b>	<b>30 dias</b>	<b>1</b>	<b>3</b>

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# Etapas do processo

## 1 Pre-boarding documentation

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

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

Checkpoint

Prazo 4h do início

## 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 múltipla
- Software licenses assigned texto longo
- VPN configured

Escala 1 dia

Prazo 3 dias após etapa anterior

## 3 Send welcome package

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

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

Prazo 2 dias após etapa anterior

## 4 Schedule orientation and stakeholder meetings

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

- Manager 1:1 booked \*
- Buddy assigned texto
- 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

\*  
\*  
\*  
\*

texto longo

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

\*  
\*  
\*

arquivo

Escala 3 dias

Prazo 3 dias após etapa anterior

7

## Role-specific training

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

- Training plan shared
- Training sessions completed
- Hands-on exercises completed
- Questions/concerns
- Training materials

\*

número

texto longo

arquivo

Prazo 5 dias após etapa anterior

8

## First-week check-in

Manager and HR pulse check on first-week experience.

- Satisfaction score (1-5)
- Feeling supported
- Access issues resolved
- Feedback

número

\*

texto longo

Prazo 2 dias após etapa anterior

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

Prazo 7 dias após etapa anterior

\*

lista

texto longo

texto longo

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

Aprovação

Checkpoint

Prazo 16 dias após etapa anterior

\*

\*

lista

\*

texto longo

assinatura







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