

A good first week

Employee onboarding | Team: Customer Operations | Buddy: Morgan Chen

Use this checklist to agree who prepares each item and record completion.

Before arrival

Task	Owner	Status
Equipment and access	IT	Ready
Welcome schedule	Manager	Ready
Buddy introduction	Team buddy	Planned

Day one

Task	Owner	Status
Workspace and safety tour	Facilities	Planned
Role and expectations	Manager	Planned
First service walkthrough	Team buddy	Planned

By the end of week one

Task	Owner	Status
Complete a supported task	Employee	Planned
Review questions and blockers	Manager	Planned