# [New employee name] – Schedule for first 2 weeks

Welcome, [name]! We’re so glad you’re here!

Below you will find a schedule for your first few weeks. It includes a listening tour of key employees and groups in [insert department] and on campus.  You will also meet with your team members individually to get to know more about their respective roles, concerns, etc.

While most of these meetings are on your Outlook calendar, please review and add any that are not yet included. Any meetings rescheduled after your first day will be coordinated via email and Outlook.

**Week 1**

**[Date]**

8:30am – 9:00am Onboarding with [unit contact/name] at [location]

9:00am – 9:30am Weekly Team Check-in via Zoom

9:30am – 10:00am Continued onboarding with [unit contact/name] at [location]

10:00am- 11:00am Intro meeting with Supervisor, [name] at [location]

**[Date]**

10:00am – 11:00am Onboarding with [name], Business Office Coordinator at [location]

1:30pm – 2:30pm Intro with Committee Chairs: [names/titles] via Zoom

3:30pm – 4:00pm Intro w/ Partners: [names/tittles] via Zoom

**[Date]**

10:30am – 11:30am Intro w/ Direct Report: [name] via Zoom

3:30pm – 4:00pm Intro w/ Senior Leadership: [name] via Zoom

**[Date]**

11:30am – 12:00pm Intro w/ Central Partners: [names/titles] via Zoom

3:00pm – 3:30pm Intro w/ Senior Leadership: [names/titles] via Zoom

4:00pm-4:30 – Check-in with Supervisor, [name] via Zoom

**[Date]**

9:00am-9:30am Welcome/Introduction at the Senior Management Retreat via Zoom

12:00pm – 1:30pm Webinar **Register** here.

2:30pm – 3:00pm Intro w/ Senior Leadership: [name] via Zoom

## **Week 2**

**[Date]**

9:00am – 9:30am Weekly Team Check-in via Zoom

3:00pm – 3:30pm Intro w/ Senior Leadership: [name] via Zoom

**[Date]**

9:00am-10:00am Intro w/ Direct Report: [name] via Zoom

11:30am-12:00pm Check-in with Supervisor, [name] via Zoom

2:00pm – 3:00pm Intro w/ Direct Report: [name] via Zoom

**[Date]**

1:00pm – 2:00pm Intro [team name] via Zoom

**[Date]**

10:00am – 10:30am Intro w/ Directors: [names] via Zoom

11:30am-12:00pm Check-in with Supervisor, [name] via Zoom

**[Date]**

10:00am – 11:00am Intro w/ Direct Report: [name] via Zoom

## **Other**

New Employee Benefits Orientation (complete within first 31 days) – Virtual Video