

Onboarding – 100 Days Outline

Day 1 - Reach out when they said yes!

Day 2 - Arrange a meet up when they give notice at their current job

Day 3 - Email then 4-7 days before start day

Day 4 - First Day of Employment

Day 5 - Mentorship

Day 5 thru 10 -Training, Training, Training

Day 11 thru 20 - Weekly check ins

Day 30 - Evaluation of KPI's, Feedback, Adjustments

Day 60 - Detailed Evaluation to ensure on target

Day 90 - More Evaluations and feedback

Day 91 thru 100 - Let them review you and the company