

Onboarding Guide

Employee:

Manager:

If people are the greatest driver of capacity make the most of your investment by setting new hires up for success starting on day one. Be clear on your expectations of them, and what they can expect from you as their employer, manager, and leader.

	Initiate focus area	Success is...	Milestones
Before start date	Set-up for success • Hardware • Software • Check-in, questions?		
1 st week	People and firm • Co-workers • Clients • Partners		
1 st month	Their job • Responsibilities • Processes • Technology		
1 st quarter	Expand expertise, skills, and independence		
6-months	Independence in role		



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