

Employee: _____

Start date: _____

Before day 1

Task	Owner	Deadline
☐ Signed employment contract returned	HR	-14 days
☐ Registration with social insurance & health insurer	HR	-7 days
☐ Order hardware (laptop, monitor, headset)	IT	-10 days
☐ Set up accounts (email, SSO, tools)	IT	-3 days
☐ Prepare the workstation / keys & access card	Office	-2 days
☐ Send a welcome email to the team	Team lead	-1 day
☐ Welcome pack / desk prepared	Buddy	Day 1

Week 1

Task	Owner	Deadline
☐ Personal welcome & office tour	Team lead	Day 1
☐ Hardware handover & setup	IT	Day 1
☐ Introduce the team & name a buddy	Team lead	+1 day
☐ Introduction to internal tools (Slack, Jira, etc.)	Buddy	+2 days
☐ Mandatory training: GDPR, data protection, compliance	HR	+3 days
☐ Reading: employee handbook, wiki, roles	HR	+4 days
☐ First 1:1 with the team lead	Team lead	+5 days

Month 1

Task	Owner	Deadline
☐ Complete the onboarding training for each department	Team lead	+14 days
☐ Take on a first task independently	Buddy	+14 days
☐ Feedback meeting after 30 days	Team lead	+30 days
☐ Review access rights and adjust if needed	IT	+30 days

Month 3

Task	Owner	Deadline
☐ Mid-probation review	Team lead	+60 days
☐ Agree goals for the end of probation	Team lead	+60 days
☐ Feedback round with the team & buddy	HR	+75 days
☐ End-of-probation review & decision on continued employment	Team lead	+89 days