Directions: Brainstorm tasks to map out a sample onboarding timeline for a new RPE staff person. Consider the following examples:

* Introduce new staff to project team (internally, region-wide, state-wide)
* Prioritize meetings and send calendar appointments
* Coordinate a meeting with the new hire and community partners and/or key stakeholders
* Create a list of tasks to complete in the first two weeks
* Make a list of learning opportunities in the first 90 days
* Conduct the first check-in to review job description, expectations, and schedule
* Provide a project overview (e.g., mission, equity statement, project goals, key documents, systems, processes)
* Prioritize key documents and learning tools for the new hire to complete
* Provide an opportunity for them to observe the work in action (be sure to debrief)

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| **Prior to Joining** | **During the First Week** | **During the First Month** |
| Task… | Task… | Task…* ..
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Notes/Other Onboarding Tasks: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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