**Tool Summary**

This tool provides a sample timeline for an onboarding that covers all the key areas and creates opportunities to engage with the new hire throughout the process.

**Onboarding Timeline Sample**

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| Timeframe | Onboarding Task(s) |
| 9 – 10 a.m. | Complete New Hire Paperwork |
| 10 – 10:30 a.m. | Orientation Video |
| 10:30 – 11 a.m. | Family Meal, Team Intros, Break |
| 11 – 11:30 a.m. | Restaurant & Safety Tour |
| 11:30 – 11:45 a.m. | Training Expectations Review |
| 11:45 a.m. – 12:30 p.m. | Anti-Harassment Training |
| 12:30 – 2 p.m. | Observe Service, Meet the Team |

OR