

Inclusive Onboarding Plan Template



Employee Name: _____

Position Title: _____

Start Date: _____

Onboarding Schedule

Date/Notes/Time

Welcome & Introductions: _____

Workplace Tour: _____

HR Overview: _____

Technology Setup & Training: _____

Safety & Emergency Procedures: _____

Dept. Intro/Team Meet-And-Greet: _____

Job-Specific Training Training: _____

Review of Accommodation Supports: _____

_____ 01



Questions, adjustments, or accommodations needed?

Contact Supervisor/HR Contact Name: _____

Phone/Email: _____

Accommodations (If Applicable)

(Refer to Accommodation Plan for full documentation.)

Accommodation Details: _____

Key Materials Provided

☐

Orientation Guide

☐

Training Plan

☐

Employee Handbook

☐

Workplace Support System Information

☐

Benefits Overview

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Check-In Schedule

Type

Frequency

Staff Responsible

Daily Check-Ins

Week 1

Weekly Check-Ins

Month 1

Monthly Check-Ins

Months 2-3



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