***Sample First Week Virtual Onboarding Schedule***

**Welcome to the Team!**

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| **Day 1: Monday** |
| **Time** | **Meeting Title** | **Contact**  |
| 8:30 am – 9:00 am | Begin@Caltech | Recruiting – Zoom  |
| 9:00 am – 9:30 am | Tech Check | Co-worker – Zoom  |
| 9:30 am – 10:00 am | Welcome and First Week Overview | Supervisor – Zoom  |
| 10:00 am – 11:00 am | Break – Complete Onboarding Tasks | Self |
| 11:00 am – 12:00 pm | Communications Overview | Co-worker – MS Teams |
| 12:00 pm – 1:00 pm | Lunch Break | Self |
| 1:00 pm – 2:00 pm | Current Project Training | Coworker – MS Teams |
| 2:00 pm – 2:30 pm | Coffee with Buddy | Buddy – Zoom |
| 2:30 pm – 3:30 pm | Break – Review Processes | Self |
| 3:30 pm – 4:00 pm  | Meet with Division Operations Officer or Dept. Lead | DOO/Dept. Lead – Zoom  |
| 4:00 pm – 4:30 pm  | 1st Day Wrap-up | Supervisor – Phone  |
| 4:30 pm – 5:30 pm | Break – Review Division website, log off | Self |

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| **Day 2: Tuesday** |
| **Time** | **Meeting Title** | **Contact**  |
| 8:00 am – 9:00 am | Answer emails, review training documents | Self |
| 9:00 am – 10:00 am | Current Project Overview  | Co-worker – Zoom  |
| 10:00 am – 11:00 am | Research Project Overview | Co-worker – MS Teams |
| 11:00 am – 12:00 pm | Review Training Documents | Self |
| 12:00 pm – 1:00 pm | Lunch Break  | Self |
| 1:00 pm – 2:00 pm | Stakeholder Meet and Greet | Stakeholder – Zoom |
| 2:00 pm – 3:00 pm | Prevention of Sexual Harassment Training | Self |
| 3:00 pm – 4:00 pm  | Take virtual tour of Caltech  | Self |
| 4:00 pm – 5:00 pm  | Supervisor Wrap-up | Supervisor – Phone |

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| **Day 3: Wednesday** |
| **Time** | **Meeting Title** | **Contact**  |
| 8:00 am – 9:00 am | Answer emails, review training documents | Self |
| 9:00 am – 10:00 am | Coffee with Co-worker | Co-worker – Zoom |
| 10:00 am – 11:00 am | Review Caltech Org Chart | Supervisor – Zoom |
| 11:00 am – 12:00 pm | Self-Directed  | Self |
| 12:00 pm – 1:00 pm | Lunch Break | Self |
| 1:00 pm – 2:00 pm | Finish Prevention of Sexual Harassment Training | Self  |
| 2:00 pm – 3:00 pm | Phone Call with Buddy | Buddy – Phone  |
| 3:00 pm – 4:00 pm  | Review Institute Policies | Self |
| 4:00 pm – 5:00 pm  | Supervisor Wrap-up | Supervisor – Phone |

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| **Day 4: Thursday** |
| **Time** | **Meeting Title** | **Contact**  |
| 8:00 am – 9:00 am | Answer emails, review training documents | Self |
| 9:00 am – 10:00 am | Coffee with Supervisor  | Supervisor – Phone |
| 10:00 am – 11:00 am | Begin Research Project | Self |
| 11:00 am – 12:00 pm | Weekly Team Meeting / Trivia | Team – Zoom  |
| 12:00 pm – 1:00 pm | Lunch Break | Self |
| 1:00 pm – 2:00 pm | Review Caltech Benefits | Self |
| 2:00 pm – 3:00 pm | Stakeholder Meet and Greet | Stakeholder – Zoom |
| 3:00 pm – 4:00 pm  | Self-Directed  | Self |
| 4:00 pm – 5:00 pm  | Supervisor Wrap-up | Supervisor – Zoom |

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| **Day 5: Friday**  |
| **Time** | **Meeting Title** | **Contact**  |
| 8:00 am – 9:00 am | Supervisor Wrap-up | Supervisor – Phone |
| 9:00 am – 10:00 am | Phone Call with Buddy | Buddy – Phone  |
| 10:00 am – 11:00 am | Practice Processes | Self |
| 11:00 am – 12:00 pm | Team Values Exercise | Team – Zoom  |
| 12:00 pm – 1:00 pm | Lunch Break  | Self |
| 1:00 pm – 2:00 pm | Research Project  | Self |
| 2:00 pm – 3:00 pm | Introduction to Caltech Services | Co-worker – MS Teams |
| 3:00 pm – 4:00 pm  | Self-Directed  | Self |
| 4:00 pm – 5:00 pm  | Supervisor Wrap-up | Supervisor – Phone |