

Template

<i>Doc Name:</i>	Onboarding Schedule Template
<i>Date:</i>	September 2019
<i>Endorsed By:</i>	Directors
<i>Doc Code:</i>	TEMP010

TIME	ACTIVITY DESCRIPTION	RESPONSIBILITY
DAY ONE: Monday 16th September 2019		
8:00AM		Office Manager
DAY TWO: Tuesday 17th September 2019		
8:00AM		Office Manager
DAY THREE: Wednesday 18th September 2019		
8:00AM		Office Manager

DAY FOUR: Thursday 19th September 2019		
8:00AM		Office Manager
DAY FIVE: Friday 20th September 2019		
8:00AM		Office Manager

Related Resources, Tools and Links

- PROC003 – Onboarding Process

Contact & Further Information

For further assistance please contact your direct manager.

Process Owner

Directors – RJA

Note: This document does not form part of any contract between you and RJA. It summarises the guidelines and procedures to be followed when undertaking the onboarding process of a new employee. Review in accordance with applicable legislation, and is not intended to create any additional legal rights or obligations. Any reference to obligations or requirements of the Company in this document is not intended to give rise to contractual obligations binding on the Company. This document may be varied from time to time.