Sample Onboarding Plan

*Add Appointments, Meetings, Training, Networking, Assignments, Events*

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| First Day | First Month | First 90 Days |
| * Verify vaccination status with I-9 Coordinator or UWTHR on first day of employment
* Complete their I-9 verification within first three days of employment
 | * Complete required UW Orientation - Welcome Day (includes the benefits and union orientations): <https://ucs.admin.uw.edu/pod/Course/Details/WDAY1>
* Complete the Title IX training: Husky Prevention and Response (due within first 30 days: <https://www.washington.edu/titleix/title-ix-employee-course/>
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| First Week |
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| Manager’s General Expectations | **Initial Priorities** | **Initial Success Criteria** |
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