Onboarding Plan

Role:

Responsibilities:

# Within first 30 days:

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| --- | --- | --- | --- | --- |
| **Task** | **Milestones** | **Y?** | **Expectations** | **Oversight** |
| Ex: Ordering supplies | Watched 4 times | X | Orders submitted no more than once per week  Order submission always confirmed  Orders marked as complete when shipments arrive  PI approval needed for any costs over $500 | Group manager |
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# Within 60 days:

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| --- | --- | --- | --- | --- |
| **Task** | **Milestones** | **Y?** | **Expectations** | **Oversight** |
| Ex: Ordering supplies | Demonstrated 3 times  Approved to perform independently |  | Orders submitted no more than once per week  Order submission always confirmed  Orders marked as complete when shipments arrive  PI approval needed for any costs over $500 | Group manager |
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# Within 90 days:

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| --- | --- | --- | --- | --- |
| **Task** | **Milestones** | **Y?** | **Expectations** | **Oversight** |
| Ex: Ordering supplies | Performed independently 3 times |  | Orders submitted no more than once per week  Order submission always confirmed  Orders marked as complete when shipments arrive  PI approval needed for any costs over $500 | Group manager |
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