New Hire Orientation Plan

Week-by-week goals, preceptor check-ins and sign-off for a new team member.

New hire | Role | Start date

Preceptor | Manager | Educator

WEEK 1

Goals and skills to complete

Check-in date | Preceptor notes | On track? (yes / no)

WEEK 2

Goals and skills to complete

Check-in date | Preceptor notes | On track? (yes / no)

WEEK 3

Goals and skills to complete

Check-in date | Preceptor notes | On track? (yes / no)

WEEK 4

Goals and skills to complete

Check-in date | Preceptor notes | On track? (yes / no)

SIGN-OFF

Strengths and areas to keep developing

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New Hire Orientation Plan (continued)

Preceptor signature and date	Manager signature and date	New hire signature and date

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