

NEW TEAM MEMBER ONBOARDING

A clear 30-60-90 plan to ramp up fast and succeed

01 Welcome to the Team

02 Mission, Vision, Core Values

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WELCOME TO THE TEAM

Day-1 welcome

A warm Day-1 overview of what to expect and how we support you

Logo and next steps

Company logo placement plus a clear next steps line to guide the first orientation actions

Culture through photos

Culture photo to set tone and reinforce our values through real people and real moments

Onboarding resources

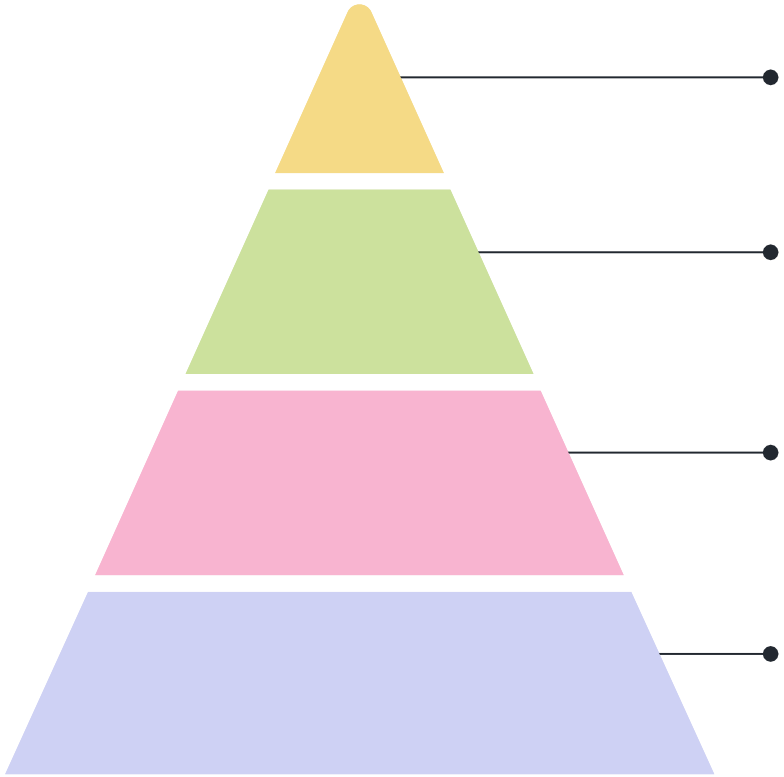
A quick note on where to find onboarding resources and who to contact for help

Day-1 priorities

Set expectations for Day-1 priorities: safety, systems access, introductions, and early wins



MISSION, VISION, CORE VALUES



Cultural pillars
How values show up in meetings, feedback, and cross-team partnerships

Core values
The behaviors that guide decisions, collaboration, and day-to-day work

Vision
Where we are headed and the future we are building together

Mission
What we do and why it matters for customers, teammates, and outcomes

LEADERSHIP & OUR STORY

Origin

Founding spark

The founding spark and the problem we set out to solve for people and customers

Milestones

Growth milestones

Key growth moments that shaped our product, culture, and operating rhythm

Today

Current priorities

Where we stand now, including priorities that inform how work gets done

Who’s who

Leadership roles

Executive leadership roles and how each leader supports teams

YOUR FIRST 30-60-90 DAYS

01

First 30 days

Learn the basics, complete required training, and build relationships

02

Next 30 days

Contribute through defined tasks, deliver early wins, and expand domain context

03

Following 30 days

Take ownership, lead small initiatives, and collaborate to improve processes

04

Weekly progress checkpoints

Weekly goals with feedback loops for learning, contributing, and leading

TECH STACK & OPERATIONAL TOOLING

Tool	Purpose	First action
Slack	Team communication and updates	Join channels, set notifications
Jira	Work tracking and project visibility	Find onboarding board, review tickets
Notion	Documentation, playbooks, and resources	Open onboarding hub, bookmark key pages
HR portals	Payroll, benefits, and people workflows	Complete profile, review benefits steps

PEOPLE, CULTURE & BENEFITS

Health coverage

Health coverage overview with how to enroll, key deadlines, and where to find plan details

Paid time off

PTO policies explained in plain language, including request steps and expectations for coverage

Employee resource groups

ERGs and community groups to help you connect, learn, and build belonging

Wellness support

Wellness stipends and support options that encourage sustainable performance









ONBOARDING BUDDY & MANAGER

Daily buddy support

Daily support for questions, introductions, and culture norms; helps you navigate how we do things

VS

Manager goals & feedback

Goals, performance expectations, and feedback cadence; sets priorities aligned to your role

WEEK 1 CHECKLIST & SCHEDULE



Day 1 onboarding

Day 1 covers welcome, accounts setup, safety basics, and first team introductions



Day 2-3 training

Day 2-3 include training sessions, tool walkthroughs, and early documentation review



Day 4 tasks & shadowing

Day 4 focuses on first assigned tasks, shadowing, and questions review with your buddy



Day 5 check-in

Day 5 includes a progress check-in, feedback loop, and the plan for week two priorities