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# New Hire Onboarding Cheat Sheet

Your \_\_\_\_\_ Cheat Sheet  
(Company Name)

Place Team Photo Here!

Your Work Email: \_\_\_\_\_ @ \_\_\_\_\_ . \_\_\_\_\_

Your Office Phone: \_\_\_\_\_ EXT. \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Supervisor's Email: \_\_\_\_\_ @ \_\_\_\_\_ . \_\_\_\_\_

Supervisor's Phone: \_\_\_\_\_ EXT. \_\_\_\_\_

Mentor's Name: \_\_\_\_\_

Mentor's Email: \_\_\_\_\_ @ \_\_\_\_\_ . \_\_\_\_\_

Mentor's Phone: \_\_\_\_\_ EXT. \_\_\_\_\_

Security Office Phone: \_\_\_\_\_ EXT. \_\_\_\_\_

HR Phone: \_\_\_\_\_ EXT. \_\_\_\_\_

Main Office Phone: \_\_\_\_\_ EXT. \_\_\_\_\_

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## How to Clock In & Clock Out

System: \_\_\_\_\_

Username: \_\_\_\_\_

Password: \_\_\_\_\_

### Hints | Tips | Notes

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## How to Log Into Computer

System: \_\_\_\_\_

Username: \_\_\_\_\_

Password: \_\_\_\_\_

### Hints | Tips | Notes

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## How to Access Intranet

System: \_\_\_\_\_

Username: \_\_\_\_\_

Password: \_\_\_\_\_

### Hints | Tips | Notes

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## Informal Office Rules

(e.g., Fridays are business casual or always make coffee when finishing off a pot)

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_

## Communication Best Practices

(e.g., My team supervisor likes a bulleted list on Fridays, my direct report prefers daily stand ups to keep on track)

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_

## Organizational Goals

(e.g., By December 31, we want to increase revenues from new products by 30%)

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_

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### Meetings to Remember

(e.g., Every Monday at 9 a.m. we have a planning meeting, and each Wednesday at 2:30 p.m. we have a finance meeting)

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### Department Goals / KPIs

(e.g., Manufacturing can assist in this goal by increasing productivity by 6% per team)

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### Please attach:

- Building map with office, break room, restrooms and other important areas highlighted
- 3-day Onboarding Schedule or your company itinerary and agenda
- Organizational mission/values and company boilerplate