

Worksheet: Onboarding Schedule for Employee's First Day

During onboarding, new employees assimilate into the farm business. It serves as a time for new hires to experience a job's social and performance expectations and learn about the business. Ideally, you'll want the onboarding process to demonstrate that your farm welcomes new hires and wants them to know how they can help the business succeed.

Onboarding begins on the first day employees report for work. It may continue for several weeks. To guide your onboarding process, create a schedule that designates when you plan to cover certain topics. This worksheet will help you plan first-day onboarding activities.

First-Day Onboarding Activities

On the first day, you want to introduce employees to your farm business. Farms often schedule the following onboarding activities on an employee's first day. Highlight those your farm will prioritize.

Keep in mind that you can customize this list for your farm. Also, note that some onboarding items may stay the same regardless of the position, but you can adapt the activities to ensure that an employee's specific onboarding needs are met.

- Greet new employee.
- Tour the operation.
- Summarize farm history and goals.
- Provide copy of farm employee manual.
- Connect with vendors and suppliers.
- Open time for questions.
- Provide safety orientation.
- Show how to submit timesheets.
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- Introduce employee to co-workers.
- Explain the job.
- Describe reporting relationships.
- Take a team lunch.
- Highlight personnel policies.
- Review farm procedures and rules.
- Complete forms (e.g., W-4).
- Assign first tasks.
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Onboarding Schedule

Before a new employee joins your farm, create an onboarding schedule for the employee's first day. The template on the following page will give you a place to start. List the activities you highlighted as priorities in the previous section, and set a start time and an end time for each. Then, write the other attendees you'll invite to lead or participate in the onboarding activities.

As you complete the schedule, take note of other onboarding activities that you plan to cover in the days and weeks that follow an employee's first day. You can create a schedule later for those activities.

Start time	End time	Activity	Attendees
<i>8 a.m.</i>	<i>8:30 a.m.</i>	<i>Greet new employee</i>	<i>Farm owner, employee direct supervisor, new employee</i>

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