

New Job Beginnings Planner Pack

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1. First Week Survival Checklist (PDF)

Download: [FirstWeekChecklist.pdf](<https://drive.google.com/file/d/1XyZ34567890abcDEF/view?usp=sharing>)

Content:

- **Day 1:** Complete HR paperwork, set up workspace, introduce yourself to team.
- **Day 2:** Attend onboarding sessions, download company tools.
- **Day 3:** Schedule mentor meeting, review project briefs.
- **Day 4-7:** Shadow colleagues, attend training, submit first deliverable.

Instructions:

1. Print or save as a reference.
2. Check off tasks as completed.

Limitations:

- Static; no real-time updates.
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2. 30-60-90 Day Roadmap (Google Sheets Template)

Access: [30-60-90 Roadmap.xlsx]
(<https://docs.google.com/spreadsheets/d/1AbCdEfGhIjKlMnOpQrStUvWxYz/edit?usp=sharing>)

Structure:

- **30 Days:** Learn roles, shadowing, skill-building.
- **60 Days:** First project, feedback sessions.
- **90 Days:** Performance review, goal-setting.
- **Columns:** Task, Owner, Deadline, Status.

Instructions:

1. Copy to your Google Drive.
2. Replace placeholders (e.g., "Manager Name") with your details.
3. Update status daily.

Limitations:

- Requires manual updates.
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3. Weekly Check-In Email Template

Subject: "Weekly Check-In: [Your Name] – [Week #]"

Body:

Hi [Manager's Name]

Here's my progress for Week [#]:

Completed: [List 2-3 tasks]

Blockers: [List 1-2 challenges]

Next Steps: [List 2-3 tasks]

Let me know if you'd like to discuss

Best

Your Name

Instructions:

- Send every Friday.
- Adjust based on feedback.

Limitations:

- No tracking.
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4. Resource Hub (Google Doc)

Access: [ResourceHub.docx](<https://docs.google.com/document/d/1ZyXwVuTsRqPoNlM/edit?usp=sharing>)

Content:

- **Onboarding Guides:** Company policies, tools.

- **Networking Tips:** LinkedIn groups, alumni events.
- **Growth Tracks:** Certifications, industry trends.

Instructions:

- Bookmark key sections.
- Update as new resources are shared.

Limitations:

- Static.
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5. Sign-Up Form (Google Form)

Link: [Sign-Up Form](<https://forms.gle/1234567890abcdef>)

Fields:

- Name
- Email
- Company
- Start Date

Instructions:

- Submit to unlock full Planner Pack.
- Check spam if no confirmation email.

Limitations:

- No email verification.
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Maintenance Notes:

- Monitor sign-ups via Google Analytics.
- Iterate based on feedback.

End of Product.
