TEMPLATE: Vanta's Onboarding Plan

Date & Time	Duration	Scheduled	Deliverable	Owner

- *This table helps you organize each step of the leader's onboarding process*

90 Day Priorities
Big Issues

Initiative	Importance	How on Fire is it	Doc/Notes

Similar Issues to Focus on

Initiative	Importance	How on Fire is it	Doc/Notes

Meet and Greet Schedule

Date	Name	Role	Topic/Notes	Status

Person-by-Person Breakdown

Name	Role	Strengths	Weaknesses	Notes