


# Welcome to your new role at Kuniklo!

We want to be sure you feel ready, welcomed and supported as you start in your new position at Kuniklo Corporation. We've put together this outline as a starting point to our adventure together. We are looking forward to getting to know you and all that you bring to our team.

When	Kuniklo Stuff	Supervisor Stuff	You Stuff	Team Stuff
T minus 2 weeks	Schedule E-Verify, Drug Screen, Background Check	Call: Workstation essentials; what happens day 1	Treat yourself for taking the leap. Buy the crazy coffee cup; it's okay.	 <b>Meet the Crew:</b> Introductions all around! You'll meet your team and other friendly faces who'll have your back as you dive into this new journey.
T minus 1 week	Order workstation essentials: Laptop, Accessories, Microsoft, Email, ClickTime, Phone/No. Send new hire and tax forms	Call: Week one schedule; arrange for workstation delivery	Take a deep breath – it's going to great! Contemplate your full-time WFH setup – where do you want to be all day – make space. Maybe, buy a plant.	
Day 1: Meet Your New Crew	Super Hero's Welcome: Kick off with a warm welcome from HR and your manager. This is the time we'll collect new hire forms, tax and E-Verify information. We'll answer your questions about company benefits.	Kuniklo Virtual Tour: Get to know the company's epic mission, core values, and how you'll be helping us change the game.  Communication Crash Course: Jump into Teams, Outlook, SharePoint, and whatever apps our company uses to keep the conversation flowing.	Set Up Your Command Center: Let's make sure your tech is all set—laptop, tools, and workspace are ready to roll. We want you to feel like a pro right from the start!  IT and Cybersecurity Briefing: It's time to learn how to keep things safe online (cue the secret agent theme music). VPN, passwords, and all the tools to keep our data secure.	
Day 2: Get to Know the Company Culture	Accounting updates: Questions for Payroll Setup in QuickBooks, Clicktime, etc.  Review Workstation essentials: Laptop, Accessories, Microsoft, Email, Clicktime, Phone/No.	Join a Team Meeting: Time to see your team in action! Sit in on a meeting to get the vibe, observe the dynamics, and understand the project goals.  One-on-One with Your Manager: Let's chat goals, expectations, and what you can expect as you settle into your new role. We'll outline priorities and immediate tasks.	Culture 101: Learn about our traditions, social activities, and the quirks that make our company so awesome (we promise, it's fun stuff!).  Prepare your Approach: Review the job description responsibilities and outline how you would approach the job. Draft a task schedule, complete with check-ins with your supervisor.	The Adrian Quiz Show: Take online personality & communication style assessments to understand team dynamics

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<b>Day 3:</b> Know Your Role, Play Your Part		<b>Your Role, Your Superpowers:</b> Get the full lowdown on your role, responsibilities, and how you'll be saving the day (or project) around here.  <b>Workflows &amp; Processes:</b> We'll give you the insider scoop on how projects flow, who signs off on what, and how we keep things moving smoothly.	<b>Gear Training:</b> Hands-on practice with the tools and systems you'll be using every day. We'll make sure you're geared up and ready to tackle anything.	<b>Coffee with Kailee:</b> Headshot, bio, business card details. Company shirt size and style preferences. Social media and web permissions.  <b>Sync Your Calendar:</b> Let's get you synced up with the team's calendar and set up regular check-ins with your manager and buddy.
<b>Day 4:</b> Shadowing & Skill Boosting	<b>Feedback &amp; Chill:</b> HR will check in to get your thoughts on your first week and make sure everything's on point.	<b>Cross-Team Intro:</b> Meet key players from other departments who you'll be working with. This helps you see how all the pieces fit together.	<b>Watch and Learn:</b> Spend some time shadowing a team member doing key tasks. This is your chance to pick up tips and tricks from a pro.  <b>Hands-On Practice:</b> Now it's your turn! Dive in and start playing around with job-specific tools, with your buddy or mentor close by for guidance.	<b>Buddy Up:</b> We're assigning you a buddy! Your new work BFF will show you the ropes, answer all your burning questions, and help you feel like part of the crew.
<b>Day 5:</b> Wrap-Up & Feedback Fun		<b>Manager Check-In:</b> Let's review your first week! How are you feeling? What's working well? Anything we can improve? This is your chance to reflect and get feedback.  <b>Short-Term Goals:</b> Let's set some goals for next week! What projects will you take on? What do you want to master next?	<b>Did we get it right?</b> Proof business cards, web, social posts. Update LinkedIn Profile.	<b>Team Social:</b> Time for some fun! Join a virtual lunch, coffee break, or happy hour. This is your chance to get to know your teammates beyond work talk.



## You made it to Week 2

We will review any open tasks from last week and dig into your role at Kuniklo. Get ready to get your hands dirty!

When	Kuniklo Stuff	Supervisor Stuff	You Stuff	Team Stuff
Last week leftovers	<b>Feedback &amp; Chill:</b> HR will check in to get your thoughts on your first week and make sure everything's on point.	<b>Cross-Team Intro:</b> Meet key players from other departments who you'll be working with. This helps you see how all the pieces fit together.	<b>Did we get it right?</b> Proof business cards, web, social posts. Update LinkedIn Profile	<b>Buddy Up:</b> We're assigning you a buddy! Your new work BFF will show you the ropes, answer all your burning questions, and help you feel like part of the crew.
Day 6-7: Task Mastery Mode		<b>Advanced Training:</b> Ready to dig in deeper? Time to get more advanced with the tools and systems that are key to your role.	<b>Shadow or Sidekick:</b> Spend more time shadowing or working alongside a pro to learn how to master those tricky tasks.  <b>Your First Solo Mission:</b> Take on your first real tasks, but don't worry—we're still here to guide you!	
Day 8-9: Project Integration		<b>One-on-One with Your Manager:</b> Let's chat goals, expectations, and what you can expect as you settle into your new role. No pressure—just a game plan for success. <b>Your First Project:</b> We're handing over a small project or task for you to own. Time to show off what you've learned so far!	<b>Collaborate with the Crew:</b> Dive into team discussions and project planning. You've got ideas—now share them!  <b>Cross-Team Adventure:</b> Start collaborating with folks from other departments and see how your work impacts the bigger picture	<b>Join a Team Meeting:</b> Time to see your team in action! Sit in on a meeting to get the vibe, observe the dynamics, and understand the project goals.
Day 10: Week 2 Victory Lap	End of week check in with HR to gather your feedback to keep things smooth.	<b>Manager Check-In:</b> Let's review your progress, talk about how your first project went, and set new goals for Week 3. You're doing great!  <b>Continuous Learning:</b> Let's chat about any other skills or tools you want to learn—there's always more to explore.	<b>End-of-Week Reflection:</b> Take a moment to reflect on your wins, challenges, and overall experience.  <b>Timesheet, reports, and achievements due by COB.</b>	<b>Team Social:</b> Time for some fun! Join a virtual lunch, coffee break, or happy hour. This is your chance to get to know your teammates beyond work talk.



## The Next Chapters of Your Hero Journey: 30, 60, 90 Days

This is a roadmap to move from acclimation, to collaboration, to ownership.

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<b>Week 3</b>	Keep supporting your learning and confidence. Provide you with a checkpoint so you know how you're doing.	Review how you're showing up in meetings and conversations. Hand you your first bigger responsibility.	<b>Time to step up!</b> Try running part of a meeting, sending a client update, or delivering your first project milestone.	Invite you to share an update in a team huddle.
<b>Week 4</b>	Remind you that you're not just here to observe—you're contributing now.	Give you feedback on your independent work. Talk about where you want to grow next.	Reflect on what feels good and where you want more practice.	Celebrate your first wins with the team—you're officially making an impact!
<b>30-Day</b> Acclimation & Foundation	Make sure your role feels aligned and that you have what you need.	Sit down for a fit check-in. Review time tracking, reporting, and communication rhythms. Talk about what's working and what's tricky.	Share your reflections: wins, challenges, and your first "mini-win."	Celebrate your first month with a team lunch or shout-out. Invite you to community networking events.
<b>60-Day</b> Collaboration & Growth	Offer more training and pull you into cross-team projects.	Review your first projects and assign something with bigger responsibility. Review memberships and professional development opportunities.	Give a progress update and suggest areas where you'd like to grow. Collaborate on workflow improvement.	Collaborate with teammates on a project and have your contributions recognized.
<b>90-Day</b> Ownership & Impact	Hold your first quarterly review and set your next 90-day goals. HR Benefits enrollment meeting.	Evaluate your readiness for more independence and leadership tasks.	Deliver a short presentation: what you've learned, contributed, and want next. Demonstrate ownership of one core responsibility or client deliverable. Share personal goals for the next quarter.	Team reflects on your impact and celebrates your growth with public recognition.