## SAMPLE WELCOME SCHEDULE

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| **Day 1** | |
| **8:00 a.m.** | Arrive at **department building address** OR attend Benefits and Retirement orientation. |
| **12:30 p.m.** | Tiger card; parking permit; complete onboarding tasks in Workday; office tour; explore Onboarding Guide. |
| **Day 2** | |
| **Morning** | Set up email and email signature; Complete annual mandatory trainings. |
| **Lunch** | Lunch with team. |
| **After Lunch** | Finish any remaining mandatory trainings; explore the LSU webpages to learn about resources; review departmental policies and standards. |
| **Day 3** | |
| **Morning** | Goal setting with supervisor. |
| **After Lunch** | Training with supervisor. |
| **Day 4** | |
| **All Day** | Job shadowing with team |
| **Day 5** | |
| **All Day** | Review of week |