Hypercontext Employee Onboarding

This is the basic onboarding template for all new hires at Hypercontext. If you want to make changes to this contact Graham, he is the keeper of this template.

☐ 🎉 **Welcome to our company!**

Summary: Next Steps:

_____   _____
_____   _____
_____   _____

THE PREP WORK

☐ HR stuff to do

Summary: Next Steps:

_____   _____
_____   _____
_____   _____

☐ Desk set up and swag

Summary: Next Steps:

_____   _____
_____   _____
_____   _____

☐ 👷 Invites to all the things

Summary: Next Steps:

_____   _____
_____   _____
_____   _____

THE DAILY ACTIVITIES

☐ Day 1

Summary: Next Steps:

_____   _____
_____   _____
_____   _____

☐ Day 2

Summary: Next Steps:

_____   _____
_____   _____
_____   _____

☐ Day 3

Summary: Next Steps:

_____   _____
_____   _____
_____   _____

☐ Day 4

Want meeting notes like this with no extra work?

With Hypercontext by Spinach, every meeting has a shared

Summary:

_____

_____

_____

Next Steps:

_____

_____

_____

☐ ☐ **Day 5**

Summary:

_____

_____

_____

Next Steps:

_____

_____

_____

Want meeting notes like this with no extra work?

With Hypercontext by Spinach, every meeting has a shared