

# New Member Onboarding Q&A Document

## Personal Information

Full Name:

Start Date:

Role/Position:

Department/Team:

## Onboarding Contacts

Manager/Supervisor:

Buddy/Mentor:

HR Contact:

## Frequently Asked Questions

How do I access my work email and calendar?

Where can I find team resources and documentation?

What are my first week responsibilities?

Who do I contact for IT help?

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## Additional Notes