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| Timeline | Activity  Onboarding Schedule | Task Leader | Materials Needed | Notes |
| **Day One** | Providing IDs for I-9 *(If you did not already complete this virtually)* | New employee  Kaelibeth Rose | ID’s | N/A |
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| **Week One** | Complete CCNEW Online training modules *(Benefit Eligible employees only; Available on first day)* | Courtney |  | \**Employee will receive an email from Bridge stating that they are enrolled* |
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| **Beyond** | Ambassador Program meeting *(Benefit Eligible only)* | Sara San Souci | N/A | *This program is not mandatory* |
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| **Quarterly Performance Conversation** | Complete applicable quarterly performance conversation in the Bridge platform |  |  | N/A |
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