

Subject: Training Agenda - Your First Week at [Company Name]

Dear [New Hire Name],

Welcome to the team! We are excited to have you join our recruitment department. To ensure a smooth transition, we have outlined your training agenda for your first week.

Monday: Orientation and Systems Setup

09:00 AM - Welcome Meeting and Office Tour
10:30 AM - IT Setup and Software Access
01:00 PM - Company Culture and Policy Overview
03:00 PM - Introduction to the Applicant Tracking System (ATS)

Tuesday: Recruitment Lifecycle

09:00 AM - Overview of the Full-Cycle Recruitment Process
11:00 AM - Job Description Workshop
02:00 PM - Sourcing Strategies and Platforms
04:00 PM - Candidate Pipelining

Wednesday: Interviewing and Selection

09:00 AM - Screening Call Best Practices
11:00 AM - Behavioral Interviewing Techniques
02:00 PM - Shadowing Live Interviews
04:00 PM - Diversity and Inclusion in Hiring

Thursday: Compliance and Coordination

09:00 AM - Legal Compliance and Fair Hiring Laws
11:00 AM - Coordinating Schedules and Communications
02:00 PM - Background Checks and Reference Procedures
03:30 PM - Data Privacy and GDPR Training

Friday: Hands-on Practice and Review

09:00 AM - Independent Sourcing Session
11:00 AM - Candidate Management Workshop
01:30 PM - First Week Feedback Session
03:00 PM - Planning for Week Two

We look forward to helping you get started. If you have any questions before Monday, please feel free to reach out.

Best regards,

[Your Name]
[Your Title]
[Company Name]