

FIRST DAY

Goal: *The employee feels welcomed and well-equipped to start work; begins to grasp the position's obligations and performance expectations.*

General Orientation

- Set out and explain the first week's schedule, and emphasize required and recommended training.
- Provide an overview of the functional area: its goals, group structure, and strategies.
- Inform the employee of the job's importance to the department, along with the job's and department's contributions to the organization.
- Send employee on scavenger hunt to learn about company history as well as mission, vision, values, and employee value proposition.
- Invite other departments in to speak.
- Have employee do front-line work.

Socialization

- Be available to greet the employee on the first day.
- Introduce employee to others in the workplace. Create purposeful introductions.
- Introduce employee to his/her buddy.
- Take employee out to lunch.

Work Environment

- Give employee key(s) and building access card.
- Escort employee to orientation room.
- Remind employee to complete new hire tasks.

Technology Access and Related

- Provide information on setting up voicemail and computer.