## 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.