

FIRST WEEK

Goal: New employee establishes knowledge of internal processes and performance expectations; gains footing in the new work environment.

Department/Individual Orientation



Assign first task to employee. (Keep it small and manageable.)



Touch base with employee after he/she attends initial meetings, attends training, and begins work on initial assignment.



Provide ongoing contextual information about the department and organization to increase understanding of the overall purpose, value add, goals, and initiatives.



Explain the annual performance review and goal-setting process.

Socialization



Arrange for a personal welcome from the group manager or supervisor.



Arrange for group lunch with senior leaders.

Technology Access and Related



Ensure employee has fully functioning and properly equipped computer, along with systems access and the knowledge to use them.