

## 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.