

For when you have a new hire...

PROGRAM ESSENTIALS

- Set up their office space/assign equipment
- Request access to all systems
- Get them a welcome gift
- Make them a training schedule
- Give them the detailed tour, including - parking, office supplies, bathrooms
- Share the unwritten rules with them
- Introduce them to the others in the office, team meetings, etc
- Assign mentor/travel buddy
- Help them sign on to the computer
- Send them all links to systems they need
- Show them how to record time/see paystubs
- Cover Program Specific expectations - including dress code, call off procedures, PTO requests, purchasing guidelines, etc
- Make sure they attend New Employee Orientation
- _____
- _____
- _____
- _____

