# Supervisors – you should review, edit, remove, and add things to this list before giving it to a new hire

# Welcome to Your New Role!

Congratulations on joining our team! To help you make the most of your downtime during your first month, here are some activities that will keep you engaged and productive.

* Fill out the “getting to know you” form
* Share full details of calendar with team
* Accept all calendar invites
* Fill out the Kick Off Conversation worksheet
* Read through the company website and familiarize yourself with our mission, values, and resources
* Complete any KnowBe4 training modules assigned to you.
* Explore additional training resources available on our HilltopU elearning page
* Review & sign up for some training sessions offered by HilltopU
* Introduce yourself to team members and learn about their roles
* Explore Viva Engage, HilltopU, Benefits Page, and Wellbeing Page
* Practice using the software & tools (Teams, Sharepoint, Hilltoppers Page, etc) you will be using regularly by exploring their features and functionality.
* Review process documentation on your role
* Bookmark all important websites you may need

*You can add program specific items you need to do here:*

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