

FIRST DAY SCHEDULE (SAMPLE)

Your employee's first day in their new role will be memorable. Help make it a positive experience by planning their schedule in advance.

Morning

- Greet the employee, introduce him/her to their workspace
- Review department orientation package and first assignment
- Provide facilities access information, security information, and keys
- Answer any immediate questions the employee may have
- Introduce employee to co-workers
- Provide your new hire time to meet with their HR representative for Faculty and benefits orientation and to complete any required paperwork
- Provide a tour of the immediate facilities (give personally, or assign a team member)
- Give employee some time to get acquainted with work space (suggest reviewing New Employee Welcome Website)

Lunch

- Pre-arrange plans for lunch with you, team member and/or others, if possible

Afternoon

- Schedule time for employee to become familiar with computer systems (e.g., Mosaic)
- Arrange for employee to receive any instructions and codes for photocopier, fax, and other equipment they may use
- Go over any pertinent office policies and procedures (office hours, lunches and break times, phone coverage, etc.)
- Allow time for the employee to settle in and review all of the information provided to him/her throughout the day
- Meet with the employee to debrief the day, answer any pending questions, and provide and explain the schedule and activities for the next several days