

Sample Schedule for an Employee's First Day

The first day for a new employee can be overwhelming, with a flood of new faces, introductions, and information to help them gain familiarity with their new environment. To help ease the new hire into his/her role, it is important to focus the first day on the employee's individual work space, navigating the office itself, modes of communication, use of equipment, as well as office expectations.

Some first-day activities may be influenced by the job itself, so consider what's most important for the new employee to know. When planning the first day, be sure to schedule some down time as well as time to explore the office. Other considerations could include the following:

Morning

- Greet the employee, introduce him/her to the work space, including where personal items are kept.
- Provide facilities access information, security information, and keys.
- Meet with HR to complete required paperwork.
- Meet with Help Desk to take picture and ensure computer is set up properly.
- Answer any immediate questions the employee may have.
- Introduce employee to co-workers (and mentor, if assigned).
- Provide a tour of the immediate facilities (give personally, or assign a mentor).
- Take the employee to visit parking office, if applicable (or mentor, if assigned).
- Give employee some time to get acquainted with his or her work space.

Lunch

- Pre-arrange plans for lunch with you, mentor and/or others, if possible.

Afternoon

- Schedule time for employee to become familiar with computer systems.
- Arrange for employee to receive any instructions and codes for copier, fax, and other equipment or machinery he/she will use.
- Go over any pertinent office policies and procedures (office hours, lunches and break times, phone coverage, etc.).
- Discuss the role this person has taken and any plan for training.
- Allow time for the employee to settle in and review all of the information provided to him/her throughout the day.
- Allow time to complete required trainings.
- 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.

