Before First Day:
- Inform your administrative associate (HR Contact) of the new employee’s acceptance of the job offer and the expected start date.
- Ensure the employee’s office or workspace is clean, prepared and basic supplies are provided.
- Ensure various system accesses have been requested (i.e. phone number).
- Plan the first week’s activities for the new employee.

On The First Day:
- Attend the Welcome and Benefits Orientation with Human Resources.
- Know your UIN (Universal Identification Number).
- Personally welcome the new employee to the department.
- Coordinate efforts with the administrative associate to ensure employee is appropriately guided through the first few days.
- Ensure access to required systems has been obtained or, at the least, requested.
- Ensure someone is available to have lunch with the employee.
- Provide keys to the office and desk, if applicable.

The First Week:
- Have a meeting to personally discuss:
  - Employee’s job duties and responsibilities.
  - Performance goals and expectations.
  - Workplace expectations (e.g., work hours, break times, dress code, procedures for reporting absences and requesting leave, department meetings).
- Workplace safety and emergency procedures.
- Your communication preferences (e.g., email, degree of formality).
- Disciplinary process.
- Job-specific training requirements.
- System-required training.
- Ensure employee receives access cards and obtains a Sand Dollar.
- Ensure the employee has access to email, calendaring, office equipment and phone usage.
- Provide meaningful work.

THE FIRST MONTH
- Attend a New Employee Workshop.
- Check progress and provide performance and behavioral feedback.
- Create an employee development plan.

THE FIRST YEAR
- Talk to the employee frequently to assist him/her in understanding the organization and to provide the employee with the necessary resources to be.
- Recognize positive contributions.
- Check progress by holding structured discussions to review performance goals and identify areas of improvement and growth (best practice is a minimum of 90-day intervals, and more often if the employee is experiencing performance problems).*

*The purpose of these “coaching sessions” is to provide employees every opportunity to succeed by reinforcing success and redirecting as necessary.