



## It's your new employee's first day!

**It's finally here! The day you have all been waiting for – your new team member's first day! I have put together a little tool kit for you to use to be sure their first day goes as smoothly, and great as possible!**

**I'll touch base with you in a week to see how everything is going.**

### **So, it's your new employee's first day? Now what?**

- 1. Make sure the new employee knows where to park, where the office is, and who will be meeting them to start their day.**
- 2. Make sure all onboarding paperwork is complete (Personnel Action Form, New Hire Paperwork via Right Signature, etc.).**
- 3. Make sure employee has received a welcome packet from Human Resources, and has their New Employee Benefits Overview and New Warrior Experience scheduled.**
- 4. Make sure the employee received and completed their Employment Contract (for Professional Staff) If there are any questions regarding the Employment Contract, please visit the Budget Office.**
- 5. Follow the schedule you have put together for their first day. Don't forget to give the new team member a copy of the schedule.**
  - Hints were in my last letter to you!
- 6. Show employee where to view I-Time, pay dates, holiday schedule, LC State policies and procedures, etc.**
- 7. Review Organizational Chart with employee.**
- 8. Make sure the employee completes their SafeColleges (Vector) mandatory training within the first 30 days.**
- 9. Begin reviewing job description, performance standards and expectations.**

-- Keep a look out for my next communication --