Day One

­­­­­­­­­­­­­­­­­­­

* Introduction
	+ Personal takeaways
	+ History of your company
		- Personal story
		- Company’s mission
		- Growth rates you want to share
		- Opportunity for growth for a new employee
		- Culture
		- Your expectations of employee
		- Traits of top performers at this company
* Payroll Info. (start date:\_\_\_\_\_\_\_\_; first pay due;\_\_\_\_\_\_\_ - check for accuracy)
	+ Bonus
	+ Annual Increases
* Job Description Review
* How employee will be measured
* Compensation Plans
* Business Cards – How to order
	+ Computer/Printer Equipment
* Email, internet, technology – Setup and policy
* HR and Accounting Policies
* Budget Review
	+ Expense Reports
	+ Instructions for Completing
* Travel Policy
* Mileage Policy – reports
* Cell phone reimbursement - plan and maximum
* Allowable items to expense, approval process
* **Reporting Relationships (direct and indirect) and Work Schedule**
	+ Contact Schedule (w/manager)
	+ Regular meetings
		- My typical weekly, monthly schedule
		- Schedule regular check-ins
		- How to reach me, best times to call
	+ Monthly Calendar
	+ Vacation
	+ Specific training dates (how to schedule)
	+ Delegation of Authority
	+ Best method of communication
	+ Cc: what do I want/need to be copied on
* **Key contacts**
	+ Employees/Departments
		- How you will interact with each
		- Schedule time to shadow to understand their roles
	+ Vendors
		- Which you will interact with and contact information
* **Computer/Technology**
* Shared servers
* Needed software and how to install
	+ Schedule training to learn new software if applicable
* Calendars – Outlook
* Who to call for tech installation and support
* **Walk through first day, week and month in the business**