Day One

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* 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**