

YOUR COMPANY

Welcome aboard

*Everything you need for your first day, your first week and
your first month.*

YOUR FIRST DAY · YOUR FIRST WEEK · WHO'S WHO

Your first day

9:00 am	Arrive and meet your manager
9:30 am	Set up your laptop and accounts
11:00 am	Tour and introductions
12:30 pm	Lunch with your team
2:00 pm	Company overview
4:00 pm	Check in with your manager

Where to go: Front desk, 123 Main Street. Parking is behind the building.

Your first week

- Read the employee handbook and confirm you have read it
- Complete safety and security training
- Set up payroll and benefits
- Meet each person on your team one to one
- Agree your first goals with your manager
- Ask at least three questions you were afraid were silly

Who's who

Your manager

Name, role and how they like to be reached.

Your buddy

A teammate to ask the small questions.

People team

Pay, benefits, leave and policies.

IT help

Accounts, laptops and access.

Tools we use

- Email and calendar
- Team chat
- Where documents live