

**To-Do-List – Prior to the 1st Work Day**

<b>Preparation for the new Employee</b>		
Employee name:		
Department / position:		
Scheduled first day of work:		
<b>Actions to be taken</b>	<b>Responsible</b>	<b>OK</b>
Compile / send welcome letter - Provide information as to where the employee is to report, with whom and who will welcome him/her on the first day - Provide orientation info regarding the procedures on the first day of work; ask for clothing and shoe size (- enclose New Staff Member form for completion)	2 - 4 weeks prior to the start date Adm. Asst. HR	
Send forms to the supervisor - Welcome letter - First Work Day checklist and On-the-Job Training Plan checklist - Mentor System-Based On-the-Job Training info sheet	Back office	
Supervisor briefs the team about the start date, assignments and profile of the new staff member		
Choose and brief mentor - Respected staff member who has a positive attitude toward O&M; same level of seniority as the new staff member - Has professional experience and is professionally qualified - Mentor has to be someone who likes to take on this responsibility and is committed to it	HOD	
Compile on-the-job training plan - Chronological progression through stations, learning objectives, training programmes - Prevent stress, have feedback meetings	HOD	
Prepare work station - PC and phone (phone number), log-in, registration in phone list (see <u>checklist</u> ) - Stationery: Writing materials, hole punch, calculator, file boxes - Prepare name tag (e.g. on the door, in plans, etc.), business cards - Reserve locker number / provide hanger for wardrobe - Get work attire ready + label helmet, prepare keys for hand-over	Adm. Asst.	
Set up appointments for - Occupational safety orientation meeting (Ms Geider), - Works council, senior management, back office - AGG training (- company medical)	Adm. Asst.  HR	
Prepare welcome package (MVV Umwelt bag) - Polo shirt in new staff member's size - Ballpoint pen with logo - Information folder: Strategy paper, information on the company and the job - Organisation chart + telephone list with key contacts (update!) - Voucher for joint lunch in the canteen on the first day along with information on canteen procedures	Adm. Asst.	
Create master data batch (prepare hours worked record, issue holiday index card)	HR	