

First Day at Work checklist

First Day at Work - Schedule		
Employee name:		
Department / position:		
Start of employment:		
Activity	Respon- sible	Time
Welcome meeting - Personal introduction + handover of welcome package - Brief explanation of the first work day schedule - Explanation of what is expected of the new staff member and of the importance of his/her position	(senior) HOD	08.30
Brief welcome by senior management – introduction of the corporate philosophy	SM (senior) HOD	08.30
Safety orientation	Geider	9.30
Round of introductions - Introduction to the immediate supervisor and mentor - Introduction to the work station - Joint hand-over and explanation of on-the-job training plan - Arrangements made for the first 2 weeks - Round of introductions: Team, works council, other departments, designate contacts - Prepare the introduction profile for the employee, to be displayed on the board (photo and profile)	HOD Shift manager Senfteleber	approx. 09.45
Canteen lunch	Mentor, co-workers	approx. 12.30
- Introduction of the relevant contents of the organisation manual and of the procedures - Introduction of the relevant contents in works council agreements - Work policy - Time management - Payroll system		13.30
Farewell - Set the mood for the 2nd work day	HOD, mentor	
Plant ID, handover of keys -> NVL (give copy of city map)	Mentor AF,S	