

# THE 100

Building Blocks for  
Business Leadership

# D10

First Day Checklist

## TOM SALONEK

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## How to Use this Download

- With all the time, attention, and \$'s spent on a new candidate, ensure a consistent onboarding process with a checklist
- Use this list as a starting point for your own organization's on-boarding process
- Data shows that candidates will know whether or not they made the right choice within a month or two of joining an organization. Start strong!

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## First Day Checklist

Welcome!

### Meet with HR – 2 hours

- Turn-in signed Employee Handbook and Non-Compete forms
- Turn-in completed healthcare forms
- Systems documentation – logins, VPN instructions, etc.
- Phones – voicemail, company directory
- Time reporting
- Overtime
- Bonus
- [OFFICE HOURS]
- [RETIREMENT PLAN]
- [VACATION PLAN DETAILS]
- Payroll schedule
- Dress code

### Welcome Lunch with Team – 1 hour

### Meet with Manager – 2 hours

- Values
- Strategic Plan and how you fit
- Help us with hiring
- Key Result Areas (KRAs)

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(continued)

- Intertech communication guidelines
- E-newsletter
- Huddle, monthly webinars, quarterly meetings
- Mentor
- 30-, 60-, 90-day check ins
- The Intertech calendar:
  1. Management planning
  2. Social events
  3. Company communication plan.

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