**SAMPLE FIRST DAY AGENDA**

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| **Time** | **Event** | **Description** |
| 8:30am - 8:50am | Meet Employee at reception | Manager to meet new employee at reception |
| 9:00am – 10:00am | Benefits/HR Meeting | Make sure that the new employee meets with [Human Resources](https://www.thebalancecareers.com/human-resources-4161680) staff on the first day so he/she can ask questions about benefits and policies. HR will communicate to the new employee what he or she needs to know and to go over new hire paperwork. |
| 10:30am – 11:00am | Meet with Administrative Services | Tour of building and set up ID and parking. |
| 11:00am – 12:00pm | Meet Peer Ambassador | The Peer Ambassador would make themselves available to show the new hire around the office, go over procedures and policies, and generally help the new hire become familiar with the University’s inner workings and culture. |
| 12pm - 1:15pm | LUNCH WITH MANAGER | Schedule lunch on the first day with the new employee’s coworkers and set up a schedule to make sure that he or she has a coworker with whom to eat each day of the first week. |
| 1:15pm - 3:00pm | 1:1 WITH MANAGER | Talking Points:   * Clarify roles, responsibilities, and expectations * Explain any mandatory training that needs to be completed. * Establish a plan for professional development and encourage training opportunities. * Answers questions and concerns. |
| 3:00pm – 5:00pm | MANDATORY TRAININGS | Schedule the end of the day for any miscellaneous items and mandatory trainings. |

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