



HIRING MANAGER: TASKS TO DO ON A NEW HIRE'S FIRST DAY

- Introduce your new hire to your team members in-person and to the company via email and/or company messaging software.
- Work site tour including break rooms, restrooms, meeting rooms, emergency exits, copy/business center, supply room, etc.
- Provide welcome packet
- Make sure your new hire's computer station is up and running. Check whether the IT team has:
 - Set up new hire's accounts (e.g. email)
 - Installed software and applications, including anti-virus systems
 - Shared necessary manuals
- Run a role-specific training. Train new hires on:
 - Their main responsibilities
 - The team structure (names, roles, duties and organizational chart)
 - Job-specific tools
 - The team's objectives
- Schedule meetings for your new hire with team leaders they will collaborate with.
- Assign first tasks to your new hire. Make sure to:
 - Offer guidance, as needed
 - Provide resources that your new hire is likely to use (e.g. reports, spreadsheets and glossaries)
 - Clarify questions that may arise

- Assign your new hire a work buddy to help them adjust to their new workplace.
- Invite your new hire to a group lunch to help them get to know other employees.
- Give your new hire an overview of the first week and the first month on the job.
- Make sure to set aside time for new hires to ask any questions they might have.
- Ensure new hire is enrolled in County New Employee Orientation (NEO). Email HRLOD@RIVCO.ORG with any questions.
- Confirm that the new hire has all needed resources in their workspace.