Employee's First Day

Our Supervisor Onboarding Checklist is a great resource for planning your employee's first day

- Meet and warmly welcome your new employee

- Show them where their workstation is located and give them a quick tour of the work area

- Confirm if they need to pick-up keys or upload a photo for their YC OneCard

- Assist them with YC system login and verify they have access to applications, their YC email account and shared drives

- Meet with them to give them a department and YC overview and review their job responsibilities and your expectations

- Let them know they have required training to complete in their first 30 days, as well as their department-training

- Introduce them to co-workers and identify who will be helping them with their department training

- Submit a Duck Soup New Hire Announcement

- Have lunch with them