

## Sample First Day Schedule for New Employee

START DATE

<b>A.M.</b>	<b>Meetings</b>	<b>Location</b>
8:30 - 9:00	Meet Megan - Get settled in office, etc.	Your Office
9:00 – 9:30	Coffee & bagels with colleagues	Breakroom
9:30 -11:00	Meet with Sam Stone, Coordinator <ul style="list-style-type: none"> <li>• Department and YC overview</li> <li>• Navigating the YC Website</li> <li>• OneCard and IT access overview</li> </ul>	Sam's Office on 2 <sup>nd</sup> Floor
11:45 - 12:00	Meet for lunch	Veronica's Office
<b>P.M.</b>	<b>Meetings</b>	<b>Location</b>
12:00 - 1:00	Lunch with department colleagues	Campus Cafeteria
1:00 – 2:00	Building and Campus Tour – meet Sam in your office	
2:00 - 3:30	Meet with Megan, Team Manager <ul style="list-style-type: none"> <li>• Job description</li> <li>• Your role and how it relates to our department and YC's success</li> <li>• Org Charts</li> <li>• Employee page: timesheet, applications, etc.</li> <li>• Onboarding training plan</li> <li>• Mentor program</li> <li>• Questions and next steps</li> </ul>	Megan's Office
3:30 - 5:00	<u>Independent time:</u> Review resources <ul style="list-style-type: none"> <li>• YC Website</li> <li>• NeoGov training classes</li> <li>• Onboarding plan</li> <li>• Zoom training</li> <li>• Performance Mgmt in NeoGov</li> </ul>	Your Office