

PRINCIPLES

Align to Mission and Vision Connect to culture, strategic goals and priorities Integrate across owners Apply to all employees

ROLES

+ Process Owners +Process Champion +Employee

PROCESS PHASES AND KEY ACTIVITIES

BEFORE FIRST DAY	FIRST DAY	FIRST WEEK	FIRST MONTH	6 MONTH-YEAR
Confirm position	Welcome by Team	Ensure direct supervisor/	 Monitor performance 	
information verbally		managerial involvement	and provide regular	Recognize positive
and in writing	 Incorporate senior 		feedback	employee
	leadership	Orient employee to		contributions
Connect with		organization and office	Set performance	
employee to review	 Focus on sharing the 	norms	expectations as well	 Provide formal and
logistics regarding	mission and values		as Performance and	informal feedback on
First Day		Assign meaningful work	Development Goals	performance
	Meet immediate			
Refer employee to	requirements for	Introduce employee to:	 Provide essential 	Set future
New Employee	employment	Buddy	training	performance and
Website for		Yammer		development goals
paperwork and	Communicate	New Employee	 Seek professional and 	
employee information	resources or	Welcome	personal	
	networks required		development	
Prepare for employee	for work		opportunities	

OUTCOMES