

## ***Suggested First-Day Work-Related Assignments***

**Instructions:** Place a checkmark in the box adjacent to the tasks assigned and completed on the employee's first day.

- Review files and projects from predecessor.
- Review organization and product information.
- Practice using various equipment.
- Set up work area with supplies, filing system, and so forth.
- Set up meetings with key people—those with whom the new employee must interact regularly.
- Review procedures manuals.
- Work on a process, procedure, or task related to the job.
- Observe a co-worker operating in a similar position or with similar responsibilities.
- Complete necessary forms and paperwork.
- Review absence report or time entry procedures.
- Answer the telephone according to department standards.
- Log onto the network and email systems.
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