Activities for the New Employee's First Week

Instructions: Place a checkmark in the box adjacent to the activities assigned and completed by the new worker.

- ☐ Review department goals and priorities.
- ☐ Explain the relationship of the employee's job to others in the department.
- ☐ Discuss performance standards and expectations.
- ☐ Explain the performance evaluation process.
- ☐ Review overtime requirements.
- ☐ Discuss department policies and procedures.
- ☐ Explain career development options.
- ☐ Begin structured on-the-job training.
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