

# Your First Days

## Getting Started in Your New Role

### **YOUR FIRST DAY**

Partner with your manager to identify your initial assignments; the purpose of your work; how it fits into your department or school's overarching mission and goals; and how you can begin making immediate contributions.

### **Schedule, Job Duties, and Expectations**

- Clarify your first week's schedule and confirm required and recommended training.
- Set up your personal workspace.
- Ask your manager for an overview of the functional area – its purpose, organizational structure, and goals.
- Review your job description, outline of duties, and expectations. Ask how your job fits in the department, and how your job and department contribute to the unit/school and the Institute.
- Review hours of work. Ask questions about policies and procedures for overtime, use of vacation and sick time, holidays, as well as any flexible work policies or procedures.
- Ask any other questions on benefits, important deadlines, and signing up for the in-person New Employee Orientation session.

### **Socialization**

- Be prepared to meet coworkers on the first day.
- Introduce yourself to others in the workplace.

### **Work Environment**

Ask your manager about:

- Employee key(s) and building access card.
- Transportation and parking.
- Department-specific safety and emergency information.
- Taking a campus tour.
- How to get additional supplies.

# Your First Week

As you settle in to your new environment, feel free to begin to explore GSU, our resources, libraries, etc. Your comfort level will increase each day as you meet more people, gain familiarity with your new surroundings, and begin your work projects.

### Schedule, Job Duties, and Expectations

- Debrief with manager after attending initial meetings and trainings.
- Begin work on first assignment.
- Ask for additional contextual information about the department and organization to increase your understanding of its purpose, value add to GSU, goals, and initiatives.
- Request time to go over the performance review and goal-setting process in your department.
- Review the process related to your probationary period.

### Socialization

- Plan lunch with a co-worker or visit a place on campus you'd like to see.

### Work Environment

- Continue to complete your tasks on the New Hire Activity page.
- Review where to locate additional Institute and department policies.

### Technology Access and Related

- If you are having any computer or phone issues, discuss with your manager so they may be addressed in a timely manner.