

- Get keys (if new hire)
- Fill out required paperwork
- Move into new office/desk space
- Review company/job-related materials
- Meet with your new boss/HR to discuss your role and position expectations
- Whole staff meeting with your department
 - Outline your goals/hopes
 - Hear staff suggestions/goals
 - Filled-in on what projects are currently happening
 - Questions/Concerns Department has
- Schedule individual interviews within department
 - Hear individual goals/hopes (start establishing a plan to achieve them)
 - Specifics on each person's role within department
 - Individual suggestions/question/concerns
- Start process of implementing your plans/idea
 - Keeping in mind co-worker wants/needs/concerns