

# FIRST DAY SCHEDULE

Having a set schedule for a new staff member's first day will ensure there is enough work to do and their introduction to the workplace is not overwhelmed by paperwork and information. Try to include small 'wins' on a new staff member's first day so they feel accomplished and get an understanding of the types of tasks they are likely to perform in their role. Tying first day tasks to socialisation is an effective way to ensure new staff members get a chance to interact with their colleagues. Try to minimise the number of tasks that require intense concentration and lots of reading as it is unlikely new staff will retain high volumes of information presented to them on their first day.

Below is a list of tasks that a staff member could complete on their first day to ensure a positive introduction to your organisation. It is imperative that preparations are made in advance for the arrival of a new staff member; it should not feel like a surprise when someone turns up for their first day. Responsibility for pre-arrival planning may sit with the new staff member's direct supervisor, or various members of the team may share responsibility for aspects of the first day schedule. Make time for meaningful interactions with others.

## Some things to consider including in a first day schedule:

- Greet the new staff member at the time and place specified in the email sent to them during pre-boarding.
- Take the new staff member on a tour of the office/site. Introduce them to colleagues along the way. Make sure you show them where important things are located such as the bathrooms, emergency exits, first aid kit, kitchen, and storerooms.
- Show the new staff member their workstation.
- Introduce the new staff member to your organisation's vision, mission and values. Involve your CEO or a member of senior management in this conversation.
- Take time to talk about the positive workplace conditions you have in place to care for the health and wellbeing of staff. Encourage the new staff member to familiarise themselves with any perks and to access them regularly.
- Take the new staff member to your organisation's favourite coffee shop. Sit and have a tea or coffee with them and ask how they are feeling and what they are most excited about.
- Start the formal induction with the new staff member. Cover off the most important information up front. Consider if there are any aspects of induction that can be delayed until later in the week/month.
- Help the new staff member log in to their computer. Have a colleague (who works in IT or who will be working in the same team as the new staff member) show them the basics of navigating your organisation's filing system and online workspace (if applicable).
- Provide the new staff member with all the essential forms they need to fill out (this may have been completed during pre-boarding). If possible, enable forms to be filled out and submitted electronically.
- Show the new staff member the kitchen and staff breakout area. Ensure this occurs at a time when other staff are likely to be having lunch to provide another opportunity for socialisation. If the staff member needs to go out for lunch give them information on popular places to eat and consider accompanying them. Try not to let new staff eat lunch alone on their first day and during their first week unless this is their preference.

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- Provide the new staff member with any security information and equipment they need such as an ID badge and alarm code. Take them through the general procedure for opening and closing the office if they are likely to do this in their role.
  - Give the new staff member a 'read me' list with links to all of the important documentation you require them to read. This is likely to include all relevant policies and procedures, your organisation's code of conduct, and any other material relevant to their role.
  - Show the new staff member how your organisation invites people to meetings, including how to book a room if required. Help the new staff member invite all relevant colleagues to provide mini-inductions on their area/program.
  - Continue to go through your organisation's formal induction process in as much detail as time permits. Allow time for questions and to thoroughly explore aspects of induction such as inclusion and diversity. Focus on the parts of induction that give the new staff member a feel for how your organisation operates, rather than the more technical aspects.
  - De-brief with the staff member at the end of their first day. Ask them how they are feeling and if they have any questions about what has been covered so far. Take them through what they will do next time they come in (this may be the next day, or for volunteers it may be next week or later in the month).
  - You may consider giving the new staff member an early mark so they have additional time to process everything they've learnt.