

### Day 1

- Check in with supervisor or manager upon arrival.
- Receive keys, desktop log in, timesheets log in, email log in, etc...
- Meet and greet with the Director or Deputy Director.
- Department overview, master plan, organizational chart, budget, etc...

### Day 2

- Meet with division manager for division overview.
- Division budget, goals, important dates, expectations, etc...
- Site visits and introduction to staff.

### Day 3-5

- Training with direct supervisor or manager.
- Access for programs, software platforms, all log ins.
- Expectations of responsibilities, tasks, and general work flow.

### Week 2-4

- Training continues with direct supervisor or manager.
- Daily, weekly, and monthly job responsibilities.
- Overview of major project and events with expectations of employee responsibility.
- Additional areas of responsibility outside of regular routine/perview.

### Week 5-8

- Meet with Administrative Manager to review and train on contracts, payroll, benefits, and other administrative procedures and policies.
- Meet with Marketing Manager to review branding standards, expectations, and tools.

### Day 60

- Administrative Manager to schedule a 60-day training check in with Director and Deputy Director.

### Month 2-6

- Full implementation of tools to perform job duties should be in effect.
- New employee to set up meetings with other division managers to meet and receive division overviews and tours.

### Month 6

- Complete 6 month self evaluation and submit for supervisor/manager review.
- Supervisor/manager to complete employee evaluation with new employee.
- New employee goals will be established at this time.