

First day

Welcome

- ☐ Get cake, donuts, or champagne
- ☐ Discuss agenda for the day
- ☐ Office tour
- ☐ Introduce to colleagues + team
- ☐ 90-day plan
- ☐ Company presentation
- ☐ Weekly + monthly structure
- ☐ Invite to team calendar events + holiday calendar
- ☐ Provide access to Employee Resources folder
(handbook, expenses form etc)

Practicalities

- ☐ WiFi password: ...
- ☐ Wage tax deduction [form](#)
- ☐ Submit info for Payroll system via [this form](#)
- ☐ Make a scan of passport + tax deduction form + work permit (if applicable) → upload [here](#)
- ☐ Take profile picture

Training

- ☐ Communication software
- ☐ Email setup (signature etc.)
- ☐ Role specific software

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