

# **Vice President for Student Success**

## First Day Itinerary

*The first day should focus on getting the employee acquainted with the office, with a special focus on non-computer activities (more than likely your new employee will not have computer/email access on the first day). The following is an example of a first day, which can be adapted and specified as you see fit.*

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| **First Day: [Date]** |
| **Time** | **Location** | **Meeting** |
| 8:00 AM | Home office | Check in with [Supervisor] at [Location] |
| 8:30 AM | [Onboarding Specialist Location] | Paperwork check-in (HR checklist) |
| 9:00 AM | Home office | Introduction to office employees and office space & Division |
| 10:30 AM | Supervisor Office | Expectations & Office Culture Discussion |
| 11:30 AM | Lunch Break  | [Lunch on your own, Lunch of your choice with office, etc] |
| 12:45 PM | Break | Time for employee to recharge |
| 1:00 PM |  | First Small Project |
| 2:00 PM | Admissions Office | Admissions Tour |
| 3:00 PM  |  | Small Project Cont. |
| 4:00 PM | Supervisor/Buddy Office | Debrief |