

**New Employee First Day Guide**  
**Welcome to Our Manufacturing Team!**

**Before You Arrive**

**Required Documents:**

- Government-issued photo ID (driver's license or passport)
- Social Security card or authorization to work
- Direct deposit information (voided check or routing/account numbers)
- Completed background check authorization

**What to Wear:**

- Business casual attire for orientation
- Closed-toe shoes required (no sandals)
- You will receive safety shoes voucher on Day 1
- Cleanroom suits provided for manufacturing areas

**Arrival Information**

**Where to Go:**

- Report to Main Reception in Building 1
- Arrive at 8:00 AM sharp
- Parking: Use Visitor spaces (temporary badge provided)
- Ask for John Doe

**What to Expect:**

- Welcome and introductions (30 minutes)
- Paperwork completion (1 hour)
- Benefits overview (30 minutes)
- Facility tour (1 hour)
- Lunch with team (12:00-1:00 PM)
- Safety orientation (2 hours)
- Department introduction (remainder of day)

**First Day Schedule**

**8:00 AM - HR Welcome**

- Complete I-9 employment verification
- Tax withholding forms (W-4, state forms)

- Emergency contact information
- Company policies acknowledgment
- Handbook receipt confirmation

#### **9:00 AM - Benefits Enrollment**

- Health insurance options explained
- Dental and vision coverage
- Life insurance enrollment
- 401(k) retirement plan setup
- Employee Assistance Program overview
- Benefits election deadline: 30 days

#### **10:00 AM - IT Setup**

- Computer login credentials
- Email account activation
- Network access configuration
- Phone extension assignment
- Software installations

#### **11:00 AM - Facility Tour**

- Badge access areas
- Manufacturing floor overview
- Break rooms and cafeteria
- Fitness center (if applicable)
- Emergency exits and assembly points

#### **12:00 PM - Team Lunch**

- Meet your immediate team members
- Informal Q&A session
- Learn about company culture

#### **1:00 PM - Safety Orientation**

- General safety policies
- Personal Protective Equipment (PPE)
- Emergency procedures
- Hazard communication

- Injury reporting protocol
- Must pass safety quiz (80% required)

### **3:00 PM - Department Introduction**

- Meet your manager and supervisor
- Workspace setup
- Initial job duties overview
- Training schedule for Week 1
- Questions and answers

### **Important First Week Information**

#### **Training Schedule:**

- Monday: Orientation and safety
- Tuesday: Manufacturing process overview
- Wednesday: Hands-on equipment familiarization
- Thursday: Quality procedures training
- Friday: Performance expectations and goals

#### **Key People to Know:**

- Direct Supervisor: Kelly A
- HR Representative: John Doe
- Safety Coordinator: Jason Doe
- IT Help Desk: x-HELP (x-4357)

#### **Badge Access:**

- Your badge provides building access 6:00 AM - 8:00 PM
- After-hours access requires supervisor approval
- Must be worn visibly at all times
- Report lost badges immediately to security

### **Common First Day Questions**

**Q: When do I get paid?** A: Bi-weekly on Fridays. First paycheck includes partial pay period, received 2 weeks after start date.

**Q: What are my work hours?** A: Standard shift is 8:00 AM - 5:00 PM with 1-hour lunch. Your specific schedule will be confirmed by your supervisor.

**Q: Where do I park permanently?** A: Permanent parking passes issued by end of first week. Employee lot is on west side of facility.

**Q: Can I take breaks?** A: Yes, two 15-minute breaks (mid-morning and mid-afternoon) plus 1-hour lunch. Timing coordinated with team.

**Q: Who do I contact if I'm sick or running late?** A: Call your supervisor directly and HR at x-3100 before your shift starts.

**Q: Is there a dress code?** A: Business casual for office areas. Manufacturing floor requires long pants, closed-toe shoes, and hair restraints. Detailed dress code in employee handbook.

## **Resources and Support**

### **Employee Portal:**

- Access at: [internal.company.com](http://internal.company.com)
- Payroll information
- Benefits management
- Time off requests
- Training materials
- Company directory

### **New Hire Support:**

- Buddy assigned in Week 2
- 30-day check-in with HR
- 60-day performance review
- 90-day evaluation and confirmation

### **Additional Questions?**

- HR Office hours: Monday-Friday, 8:00 AM - 5:00 PM
- HR Email: [JohnDoe@ABCcompany.com](mailto:JohnDoe@ABCcompany.com)
- HR Phone: x-3100
- After hours: Emergency line x-EMERGENCY for urgent issues only