

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
- 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
- HR Phone: x-3100
- After hours: Emergency line x-EMERGENCY for urgent issues only