

# We are so excited you're here!

**Congratulations and welcome to TD.**

We're so glad you've joined TD. Our purpose - to enrich the lives of our customers, communities and colleagues, comes to life everyday through the effort and commitment of our people. We can't wait to see the impact you'll make!



At TD, we know our true strength comes from our people, and we're committed to creating an environment where you can do your best and be your best.

To make sure you feel supported and have everything you need to hit the ground running when you join your new team, we've included a checklist below of important steps in your onboarding journey and helpful hints along the way.

## Before your first day

Activity	Helpful questions to ask
<b>Look out</b> for a message from your People Manager!  They will reach out to share what you'll need to know for your big day. The note will include details on where to meet, contact info, and details on what to expect.	<ul style="list-style-type: none"> <li>When will I receive my laptop/technology package (monitor, mouse, keyboard, headset)?</li> <li>Who do I contact if I'm having trouble signing in?</li> <li>What's my login information?</li> <li>What's the dress code?</li> <li>Did I complete all my Onboarding activities?</li> <li>How will I access the building?</li> </ul>
<b>Provide</b> a photo of yourself for your building access card (if applicable)	Are there specific criteria for the photo?

## Your first day

Activity	Helpful questions to ask
<b>Get ready</b> for lots of introductions!  Your People Manager will introduce you to your new team and your Peer Buddy (if applicable)	Who can I ask for any question that I may have throughout my journey?
<b>Share</b> with your People Manager any accommodations you need. Don't be shy about this! It's our job to make it easy for you to do yours. Tell us how we can help.	Can I get... i.e., TTY, printer enlargers, flexible scheduling, modifying workspace or location or modifying job duties.
<b>Confirm</b> with your Peer Buddy or People Manager that you have all system and technology access required for your role.	<ul style="list-style-type: none"> <li>What things should I have access for?</li> <li>Can you explain what I use it for?</li> </ul>
<b>Get the tour.</b> Your Peer Buddy or People Manager will take you on a tour of your floor and building to see all the cool perks you have access to by working at TD.	<ul style="list-style-type: none"> <li>Where can I buy or store my lunch?</li> <li>Where can I find supplies?</li> </ul>
<b>Test</b> your access card. Your manager will provide your building access badge. Make sure you confirm it works.	<ul style="list-style-type: none"> <li>Do I need a building access card?</li> <li>What if my building access card isn't working?</li> </ul>
<b>Ask us anything</b> – no really, please do! We want to be sure you feel confident and comfortable throughout your onboarding journey.	<ul style="list-style-type: none"> <li>Are there opportunities to volunteer / socialize?</li> <li>What does that acronym stand for?</li> <li>I'm unsure about this, can you help me?</li> </ul>

Great, you've experienced your first day and now you are moving right along to the second half of your first week! Let's take a look at some activities that will help you better understand some of the systems we use most often.

## Your first week

Activity	Helpful questions to ask
<p><b>Learn</b> about all things TD by exploring the following resources:</p> <ul style="list-style-type: none"> <li>• <a href="#">TD Shared Commitments</a></li> <li>• <a href="#">TD Colleague Promise</a></li> <li>• <a href="#">Brand Central</a> <ul style="list-style-type: none"> <li>◦ <a href="#">The little green brand book</a></li> <li>◦ How-to create your <a href="#">email signature</a></li> </ul> </li> </ul>	
<p><b>Explore</b> the <a href="#">TD Ready Commitment Network</a> and explore how you can make an impact in your community.</p> <p>The <a href="#">TD Ready Commitment Network</a> is your one-stop shop to discover, plan, and begin your personal engagement journey and help create a more inclusive and sustainable tomorrow.</p>	<ul style="list-style-type: none"> <li>• What skillsets do I want to develop through volunteering?</li> <li>• What organizations or areas of interest am I interested in volunteering?</li> <li>• What community events would I want to attend?</li> </ul>
<p><b>Schedule time</b> in your calendar to ensure you complete your mandatory training requirements through the Learning Management System, or as we like to call it, <a href="#">LMS</a>.</p> <p><i>Tip! LMS is TD's learning portal where you will do regular training modules</i></p>	<ul style="list-style-type: none"> <li>• How many courses do I have to complete?</li> <li>• Do I need to stagger them based on the required completion date?</li> </ul>
<p><b>Login</b> to the <a href="#">TD Thrive</a> webpage.</p> <p>TD Thrive is TD's upskilling platform where you can explore learning activities that are valuable to your career development.</p> <p><i>Tip! Bookmark the page and make it easier to reference in the future.</i></p>	<ul style="list-style-type: none"> <li>• What is the difference between LMS and Thrive?</li> <li>• How often should I go into TD Thrive?</li> </ul>
<p><b>Enroll</b> to your Health and Well-Being benefits.</p> <p>Visit <a href="#">TD Total Rewards</a> &gt; Enrollment &gt; New Employee Enrollment to find information on:</p> <ul style="list-style-type: none"> <li>• How-to enroll</li> <li>• FAQ</li> <li>• New Hire Benefits Guide</li> </ul> <p><i>Tip! You will receive an email from the TD Benefits Center with important enrollment information. Please be sure to action on that once received.</i></p> <p><i>Also, look out for notes from your business line's Well-being Ambassador. Your ambassador will support and promote well-being resources on all four areas we focus on (physical, emotional, social and financial).</i></p>	<ul style="list-style-type: none"> <li>• What questions do I have about my benefits?</li> <li>• Who is my well-being ambassador?</li> </ul>

## Your first month, quarter and 180 days

Activity	Tip!
<p><b>Check</b> <a href="#">Welcome to TD!</a> Onboarding Page regularly to see what tasks you need to complete in your first month, first quarter and first 180 days.</p>	<ul style="list-style-type: none"> <li>• Search "Welcome to TD!" on the intranet.</li> </ul>
<p><b>Thank</b> your Peer Buddy or someone that make an impact on you! Show your appreciation with an eCard</p>	<ul style="list-style-type: none"> <li>• Find lots of different Cards on <a href="#">TD Appreciate!</a></li> </ul>

We hope this checklist helps you navigate through your few months with us. Please be sure to ask your People Manager or Peer Buddy any questions you may have.