# What to expect on your First Day!

Thank you for deciding to join the Everise family! We are thrilled to know that you are starting with us and we want to let you know what is in store for you!

1. **IT Set Up**

* Prior to your first day, you will receive your equipment and set up your computer along with the It Department. IT will provide all instructions on how to properly initiate and log-in into the system. This will allow you access to your work email and Microsoft Teams. Note if you have any issues with the initial set up, please reach out to IT via email or contact you recruitment point of contact.
* Once you have completed this, you will receive a meeting invitation for MS Teams for the New Hire Induction.

1. **New Hire Induction**

* After you are all set up with IT you will begin your induction to Everise with your local HR representative who will guide you through all Everise history, leadership, procedures, payroll information, etc., and the required onboarding compliance documents that you must complete as a new hire.

1. **Meet & Greet**

* Before you finish up on your first day, we shall introduce you to know your program staff and your designated trainer who will provide you with an overview of the training for your role and what to expect during the training period.

I the undersigned, understand the above outlined information regarding details for my first day of employment with Everise.

**Employee Name (please sign & print):**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Employee Signature:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**