First week of work

✓	Day 1	✓	Week 1
	Reception/information		
☐	• Welcome	☐	
☐	• Introduction to the team	☐	
☐	• Workspace	☐	
☐	• Phone number, email address	☐	
☐	• Introduction to the executive board	☐	
☐	• Introduction to head of human resources	☐	
☐	• Introduction to the mentor	☐	
☐		☐	
☐		☐	
	Work equipment/instruments		
☐	• Office supplies	☐	• Phone and fax
☐	• Computers and printers	☐	• Copy machine
☐	• Email and internet	☐	• Machines
☐		☐	• Other work instruments
☐		☐	
☐		☐	
	Health and safety at the workplace		
☐	• Safety at the workplace	☐	
☐	• Hazards	☐	
☐	• Fire alarm	☐	
☐	• Fire extinguishers	☐	
☐	• Company first-aid	☐	
☐	• Emergency exit	☐	
☐	• What to do in an emergency	☐	
☐		☐	
☐		☐	
	Company philosophy		
☐		☐	• Company, history, products
☐		☐	• Structure and organisation
☐		☐	• Conduct towards customers
☐		☐	• Communication (phone, email, counter)
☐		☐	
☐		☐	

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✓	Day 1	✓	Week 1
	Company regulations		
☐	Absences	☐	• Complaints
☐	• Working hours and breaks	☐	• In-house rules
☐	• Leaving work early	☐	• Disciplinary rules
☐	• Smoking/eating at the workspace	☐	• Information board
☐	• Being late	☐	• Correspondence rules
☐		☐	• Signature rules
☐		☐	• Confidential documents
☐		☐	
	Premises		
☐	• Badge/ID	☐	• Storage facilities
☐	• Cloakroom, toilets, washrooms	☐	• Branches
☐	• Canteen	☐	
☐	• Host company management (all departments)	☐	
☐	• Keys	☐	
☐		☐	
	VET school		
☐	• Lessons at school (place, time)	☐	• Free or supplementary courses
☐	• Feedback about the learner	☐	
☐		☐	
	Inter-company courses		
☐		☐	• Place
☐		☐	• Schedule
☐		☐	• Costs (borne by host company)
☐		☐	
	Terms of employment		
☐		☐	• Holidays/days off
☐		☐	• Leisure opportunities
☐		☐	• Illness/accident
☐		☐	• Pay
☐		☐	• Social security
☐		☐	• Extracurricular commitments externally
☐		☐	
☐		☐	

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