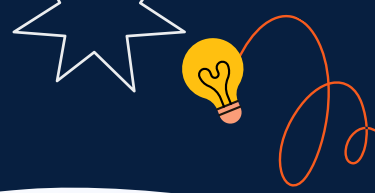


# Succeeding on Day One



## Pre Day One Checklist:



### ✓ Your Company

Demonstrate your understanding of the job description by arriving clear on the following:

- What does your company actually do?
- What's their mission?
- How does your role fit in?

### ✓ Your Manager

Start off on the right foot with your manager by making sure you're clear on the basics of their role and how you'll collaborate:

- What is their name and role?
- How does your role connect to theirs?
- Do you have their contact information, in case of emergency?

### ✓ Your Role

Introduce yourself confidently by getting clear on what you bring to the role and why you're there:

- Why are you excited for the role?
- What are your goals?
- What skills will you need to be successful?

### ✓ Logistics

Avoid tech issues, lateness, and scheduling snafus by confirming:

- When is your first meeting?
- How will you access this meeting?
- What are the schedule expectations for the role?
- Do you have the technology, logins, and access you need?

## Intro Call Breakdown:



### Prepare

**Time:** Spend ~30mins before your first week on the job.

Use this "Pre Day-One Checklist" to research answers you need.



### Connect

**Time:** 8-10 mins

Using the first third of your 30-minute intro call to connect on a personal level is a great way to build trust and rapport.



### Strategize

**Time:** 10-12 mins

Use the bulk of your call to ask strategic questions around your manager and coworkers' roles. Remember, when speaking with a manager, they may take the lead.



### Communicate

**Time:** 3-5 mins

Use the end of your call to get clear on how you and your teammate or manager prefer:

- Quick Updates & Questions
- Large Project Updates
- Feedback



# Succeeding on Day One



## Email Templates:

We've got you covered with the inspiration and guidance of what to say when communicating with your manager and team.

Before sending a templated email, double-check the following:

- Have I filled in all information gaps?
- Have I addressed this email to the correct person?
- Have I customized the language and content to fit my unique situation, circumstances, and voice?



### Introducing Yourself To Your Team

It's common for a manager to send an email out to the rest of the team introducing you. In these cases, an unspoken expectation is that you Reply All to their email and send the team a message of gratitude and excitement to be part of the team.

However, if your manager doesn't send an email on your first day, you can still ask to introduce yourself to the team directly (then confirm which individual or distribution list email addresses you should use). You can use the template below to introduce yourself.

#### Subject: Hello!

Hi Team!

I'm **[NAME]**, your new **[POSITION]**. I've heard such great things about this team already and am excited to meet and work with each of you.

As a brief intro to myself, I graduated from **[UNIVERSITY]** with a degree in **[DEGREE]** and have a background in **[INDUSTRY]**. In my free time, I enjoy **[2-3 HOBBIES OR INTERESTS]**. Within the next week or so, I'd love to get to know more about each of you and your roles, so I'll be reaching out to set up some brief time for us to connect one-on-one.

I can't wait to get started and am looking forward to getting up to speed in the role.

Thanks!  
**[NAME]**

### Requesting "Meet and Greet" Meetings With Team Members

Utilize this template when you want to build a relationship, learn more about, and network with individual team members.

#### Subject: **[YOUR NAME]/[THEIR NAME] Chat!**

Hi **[COLLEAGUE'S NAME]**,

I hope you're having a good week so far.

Would you be open to getting together or hopping into a video call for about 15-30 min. in the coming week or two? I'd love to learn more about you, your role, and how my work connects with yours.

I'm happy to make whenever is best for you work. If you don't have a preference on time or day, I can take a look at our calendars and set up a mutual time.

What works best for you?

Thanks!  
**[NAME]**