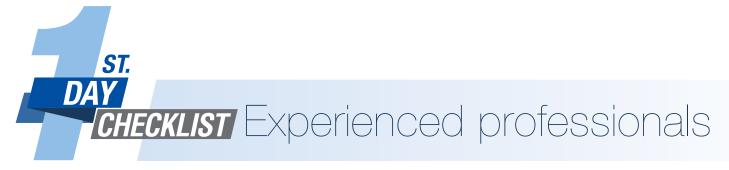


Consider:	a good personal introduction
	ibilities you had in your previous role
	nievements - projects you helped deliver, savings/profit made, changes implemented
· What you've	been brought in to do
Notes:	
Consider:	what the company does and the market it operates in
	company website, 'About Us' pages and news
_	impany activity on social media to get a sense of relevant topics
Tip:	
-	cted to have read the company website and news to get a better understanding of how the compar
works and its	products or services.
Notes:	
Prepare	for your first meeting with your manager
Consider:	
-	nanager's immediate expectations of you will be
	expected of you that you'll need to be more proactive about e.g.: getting to know people, socialising
completing a	an audit of what is or isn't working anager would like to be updated and communicate with you
HOW VOUR m	anager would like to be updated and communicate with you
-	I you be expected to complete certain tasks by?
Tips:	VOLLDE EXDECTECTIO COMDIETE CENTAIN TASKS DV (
Tips:  · When would	
Tips:  · When would  · Some mana	gers like to be updated every day, or just at one-to-one meetings, find out what your manager prefer of your immediate responsibilities and prioritise the list





Questions to d	ions to ask your colleagues onsider:
· What are your	esponsibilities?
	cts are you working on?
· What's working	
	of the challenges you face?
· VVnat should v	e start doing as a company?
Tips:	
	ects – your work may crossover with them at some point
	orking well and what you can learn from this or build on
Notes:	
Consider:	sed and confirm key aspects with your employer
Consider: · Where, when a	sed and confirm key aspects with your employer  nd who to report to on your first day
Consider: · Where, when a	nd who to report to on your first day
Consider: · Where, when a Tips: · Have your ID, N	nd who to report to on your first day  I details and paperwork ready
Consider: · Where, when a Tips: · Have your ID, I · Research the j	nd who to report to on your first day
Consider: · Where, when a Tips: · Have your ID, I · Research the j	nd who to report to on your first day  I details and paperwork ready  urney to your new place of work and start your commute early

