We want to provide our new employees with a warm welcome! Part of that is providing them with helpful and relevant information to get them started and ease their anxiety that the first day at a new job can bring. Below is information that should be provided in the email where applicable:

- Reminder of start date and to bring documents for I9 form (Social security card, Passport, etc.)
- Inform your new employee where and when they should arrive on their first day
- Who will be meeting the new employee on day one
- Where they should park and instructions from parking to meeting location if appropriate
- Work attire/dress code
- Lunch information (refrigerator available, dining halls, etc.) Will you be taking them to lunch their first day? If so, let them know that too!
- Provide him/her a basic idea of what their first day will look like (meeting with others, tours, how much downtime will they have, attend meetings, etc.)
- Remind him/her of the work schedule (start and end time if applicable). If this hasn't been discussed, let them know the start time for day one (sometimes it is later than a typical day)