



1st Day

FIRST DAY - Beginning a New Job

Meet with your new manager to learn your initial tasks; understand the significance of your work; appreciate how your new role relates to the division and ITD's overall strategic goals; and learn how you can start contributing.

Getting To Know Us

1. [ITD Intranet site](#)

This is your resource for Org Chart, Staff Directory, Seating chart, building floor plan, work schedules, policies, etc.

2. [Countyline ITD website](#)

Get to know ITD's mission and vision, values and culture. Learn about the division at ISD and the services that we provide County departments. Read up on ITD's 5-year strategic goals.

First Day Checklist

1. Show up to work on your first day with a smile.
2. See Payroll for I9 and new hire paperwork processing.
3. Set up your BSD voicemail and greeting. See enclosed instructions in the packet.
4. [Register for a parking permit](#)
5. Familiarize yourself with your new personal workspace.
6. Familiarize yourself with your new team.
7. Ask questions.

For Fun

1. Introduce yourself to someone you have not been introduced to.



1st Week

FIRST WEEK - Adjusting to a New Environment

As you begin to adjust to your new setting, take advantage of the opportunity to explore the ITD building and facility. Your comfort level will increase each day as you meet more people, gain familiarity with your new surroundings, and begin your assignments.

First Week Checklist

1. Register for [Employee Alert System for Safety and Emergency Preparedness in EMACS](#).
2. Get connected to ITD's wifi. See enclosed instructions in the packet.
3. Familiarize yourself with primary points of contact. See enclosed list in the packet.
4. Familiarize yourself with recommended lunch spots around the area.
5. Participate in internal project and team meetings.
6. Get acclimated to our culture.
7. Ask more questions.

For Fun

1. See Nick Ridge to learn more about the Coffee Club.



1st Month

FIRST MONTH - Adapting and Contributing

As you adapt to your new role in BSD, gain knowledge about ITD and the County, and continue to form relationships you will increase your contributions and productivity.

First Month Checklist

1. Continue to familiarize yourself with your new personal workspace and new team.
2. Continue to collaborate with your colleagues.
3. Request supportive daily feedback from your manager and team members.
4. Learn about our development environments.
5. Learn about our business tools.
6. Learn about our development methodologies.
7. Learn about our project documentation, procedures and best practices.
8. Contribute to internal project and team meeting discussions.
9. Continue to ask more questions.

For Fun:

1. Continue meeting people within the division.
2. Go to lunch or walks with your new team to build rapport.
3. Discover places to eat in the area.

First 3 Months

FIRST THREE MONTHS - Awareness and Responsibility

During your first three months, you should develop sufficient awareness of your job and related duties, begin to work independently, and generate significant work. As you adopt your new role in BSD and at ITD, you will be more and more responsive in your new environment.

First 3 Months Checklist

1. Collaborate with your manager to discuss your three-month performance progress.
2. Create written professional development goals.
3. Ask about “shadowing” your manager and other team members:
 - a. At meetings and on different occasions.
 - b. To learn more about BSD and ITD best practices and procedures.
 - c. Follow-up informally with your manager/mentor.
 - d. Continue building relationships within your division.
4. Utilize our development environments for your projects.
5. Utilize our business tools in your day to day tasks.
6. Utilize our development methodologies in your projects.
7. Utilize our [project documentation, templates, procedures and best practices](#) in your projects.

For Fun:

1. Get to know people from other ITD divisions.

First 6 Months

FIRST SIX MONTHS - Resourcefulness and Evaluation

As you continue to move forward and work on a number of assignments, this is a good time to evaluate your progress by looking at what you have done satisfactorily and what you could have done differently during this six-month period. As you move ahead in your job, continue to build relationships with your colleagues as valued go-to resources.

First Six-Month Checklist

1. Prepare for your six-month performance review with your manager:
 - a. Review and assess your progress on your written performance goals
 - b. Review and assess your progress on your written professional development goals
2. Share any ideas for improvements in any of the following areas:
 - a. Development Environments
 - b. Projects
 - c. Business tools
 - d. Methodologies and Procedures
 - e. Documentation

For Fun:

1. Participate in an activity outside of your work area or division.
2. Attend one of many diverse ITD and BSD events.

“Conflict is inevitable in a team. In fact, to achieve synergistic solutions, a variety of ideas and approaches are needed. Collaboration involves passionate disagreement.” ~ Susan Gerke (IBM)

First 9 Months

FIRST NINE MONTHS - Involvement and Proficiency

By now, you should feel involved in your role. You are able to employ your abilities and knowledge, make worthwhile decisions, take part in achieving team goals, and comprehend how your responsibilities impact others in your department and County wide. You have fostered good operational relations with your colleagues and have a solid grasp of BSD's and ITD's mission, vision, values, and culture.

First Nine-Month Checklist

1. Celebrate your achievements and contributions in the last 9 months!
2. Continue informal feedback with your manager and colleagues.
3. Review and assess your progress on your written performance goals.
4. Review and assess your progress on your written professional development goals.
5. Discuss registering for necessary training opportunities with your manager by exploring training offered through PluralSite, PERC, offsite.
6. Talk with your manager about your experience at BSD up to the present time:
 - a. How well does your job expectations in BSD and your role at ITD align?
 - b. How well are your skills and knowledge being used?
 - c. Discuss how to better utilize your abilities.
 - d. Discuss what is or what is not working for you.
 - e. Do you need additional support and/or resources for better job success?
 - f. Can something that is currently working well be made to work better?
 - g. Start a dialogue about the upcoming year.

For Fun:

1. Consider participating in a ITD or County committee:
Here are some committee examples you might be interested in.
 - Diversity Committee
 - Social Fund Committee
 - County Women's Network

“Wealth, like happiness, is never attained when sought after directly. It comes as a by-product of providing meaningful service.” ~ Henry Ford