Discuss with the manager what meetings would be appropriate to pre-schedule for the new hire. **It is critical that a new employee understands what is expected of him/her and feels connected to the organization as soon as possible and begins to build relationships/community.** To that end, it is recommended that introductory and welcome meetings with colleagues, teams, and support staff are booked as appropriate for the first couple weeks – for example:

* Meeting with manager to discuss role, review and clarify expectations, discuss training, etc.
* Introductory one on one meetings with key colleagues in the faculty/department or unit
* If the new hire will be managing employees, ask the new hire if s/he wants an introductory team meeting scheduled in the first week or two
* If administrative support will be provided, book an introductory meeting
* Introductory meeting with senior leaders (e.g. Dean, Department Head, Director, etc.)
* Meetings with key stakeholders in other departments/areas across the university
* Meeting with the HR Advisor/Partner, Finance Partner, and/or IT Partner
* For new leaders, they should be introduced to key committees, partnerships, and initiatives within their first month

Also, consider providing the new employee with a listing of key contacts in the faculty/department they may need to connect with.