A guide to getting started in your new job

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**Before start date**
- Review your contract of employment
- Accept offer
- Return relevant paperwork to HR
- Expect welcome communication from your manager
- Read Discover Trinity – your guide to getting started

**On first day**
- Meet your manager and team
- Familiarise yourself with the reporting structure
- Enjoy your ‘role-related local induction’
- Explore your workspace and building
- Check you have all essential equipment to do your job

**During first week**
- Agree role-specific training activity
- Register for new employee general induction
- Schedule 1:1 meetings with key colleagues
- Clarify and agree initial tasks
- Complete essential eLearning
- Read policies and processes

**Within first month**
- Meet with your manager to understand role expectations, key responsibilities and accountabilities
- Agree and schedule frequent 1:1 meetings with your manager
- Understand probation process and role-specific expectations
- Seek and action ongoing feedback

**90-day milestone**
- Prepare for formal probation/performance conversation
- Be open to feedback, and agree any development actions/activity as required with manager