



A guide to getting started in your new job



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