# Pre-First Day
- Review offer letter & return applicable docs
- Review benefits summary & compile info necessary to sign up for benefits during first week
- If applicable, review relocation guidelines
- Touch base with your hiring manager to obtain Day 1 schedule
- Watch Mozilla Overview Video (available at end of Q1'12)
- Prepare docs needed for Day 1
- Reach out & ask questions!

# Day 1
- Attend New Employee Orientation
- Obtain badge
- Attend Benefits Lab
- Attend IT Lab
- Attend MOCO meeting (escorted by manager or assigned escort)
- Settle into workspace & make a list of any equipment/supplies needed

# Week 1
- Hold first manager/employee 1:1 (Refer to 1:1 Guidelines)
- Co-create a list of regularly scheduled meetings employee needs to attend/create
- Co-create a list of "Meet & Greets" to be completed within first 6 months (Refer to Meet & Greet Guidelines)
- Connect with your buddy
- Order equipment/supplies
- Order business cards
- Enroll in benefits
- If applicable, update personal information (Address, Paperless Statements)
- Reach out & ask questions!
- Review first draft of job specific initial deliverables and Job Training Plan with manager

# Month 1
- Complete Ergonomics Assessment
- Complete Anti-Harrasment Training
- Complete Working at Mozilla Training
- Complete HR Guidelines Training

### Timing
- **Pre-First Day**
- **Day 1**
- **Week 1**
- **Month 1**

### Employee To Do's
- Offer Packet
- Benefits Summary
- Relocation Guidelines
- Available Mid 2012
- Offer Packet
- Guide to First 1:1
- Meet & Greet How To
- Buddy Toolkit
- Procedures on Mana (search business cards)
- Job Training/Plan Toolkit
- Available Mid 2012
- Available Mid 2012
<table>
<thead>
<tr>
<th>Month 1</th>
<th>Attend IT Monthly Brown Bag (as needed)</th>
<th>Email Invitations Sent Monthly After Feb'12</th>
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<tbody>
<tr>
<td></td>
<td>Create first revision of quarterly objectives and add these to the Job Training Plan (co-create with manager)</td>
<td>Quarterly Goal How To</td>
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<td>Follow-up on buddy program to ensure it is effective</td>
<td>Buddy Toolkit</td>
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<tr>
<td></td>
<td>Checkpoint #2: Check progress towards your new hire job expectations and deliverables. Review and evaluate integration progress to date. Identify problems and ask for help as needed.</td>
<td>Job Training/Plan Toolkit</td>
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| Month 2 to Month 6 | Determine with manager if there are any company-wide events you need to include on your first year plan (Mozcamp, work weeks, conferences…) | |
|                   | Follow-up on buddy program to ensure it is effective | Buddy Toolkit |
|                   | Checkpoint #3: Check progress towards your new hire job expectations and deliverables. Review and evaluate integration progress to date. Identify problems and ask for help as needed. | Job Training/Plan Toolkit |

| Month 6 to Month 9 | Discuss career development with employee and determine if there are any projects, classes, conferences they need to attend | |
|                   | Complete the New Hire Survey | New Hire Survey to be Emailed |
|                   | Follow-up on buddy program to ensure it is effective | Buddy Toolkit |
|                   | Checkpoint #4: Check progress towards your new hire job expectations and deliverables. Review and evaluate integration progress to date. Identify problems and ask for help as needed. | Job Training/Plan Toolkit |

| Month 9 to Month 12 | Follow-up on buddy program to ensure it is effective | Buddy Toolkit |
|                    | Checkpoint #5: Check progress towards your new hire job expectations and deliverables. Review and evaluate integration progress to date. Identify problems and ask for help as needed. | Job Training/Plan Toolkit |
|                    | Celebrate Year 1 Anniversary! | |