

## **Your First 120 Days at NPCA**

Anyone's first four (4) months on the job can be stressful, anxious and overwhelming, but at NPCA we would like to assist you with making your first 120 days a more meaningful fulfilling, contributing event.

Your first day or two may be a blur, you will be exposed to the company's different departments and the organizations policies and procedures. NPCA's normal hours of operation are 9:00AM – 5:30PM; however, your arrival time for duty on your first day is based on a time your manager or HR has discussed with you. You will be welcomed by your manager with a schedule of events for the first couple of weeks that includes some of the following:

- Meeting your team members.
- Meeting other departmental colleagues.
- Orientation on your department; get started on a plan for the next few weeks.
- Lunch with your team.
- On-boarding orientation with the Senior HR Manager and HR Representative that covers topics such as: medical and other benefits, collecting HR paperwork, etc.

### **Your second and third week:**

- Introduction to the "Buddy Program"; someone who knows the company well will be assigned to you as your buddy.
- Your buddy will treat you to lunch, and if a bond is established, use your buddy as a mentor for additional integration into the organization...don't be afraid to ask questions.
- Orientation on IT, Payroll/Finance, and the Operations department.
- Orientation on SharePoint/ParkPoint (NPCA's Intranet).
- Getting up to speed with your job and the organization's strategic goals (we encourage you to read as many documents about the organization as you can in order to understand the organization's strategic priority goals and how your job contributes to them).
- Attend as many meetings as possible to get oriented to the organization's culture.

### **Your fourth week:**

- HR will conduct a 30-day check-in; this is a time to ask questions, don't feel like you have to know everything right away.
- Set up regular meetings with your supervisor to make sure you have an understanding of your job expectations.
- A time to start to dig into your projects and your job.
- Complete the required Sexual Harassment & Diversity Training.
- Enroll or waive NPCA's Medical and other Benefits.

### **Your second month:**

- HR will conduct a 60-day check-in.
- You'll work with your manager to develop your IGP (Individual Growth Plan), and decide on your professional performance development plan.

### **Your fourth month:**

- HR will conduct a 120-day check-in to rate your overall experience with your position, manager, colleagues, and the organization.
- Check to see if there is anything else that we can do to assist you with your job.
- Tell us what you like about your job and why.