

**APHL
Lab Director Transitions Guide
Online Toolkit**

[Headline]

First Days Checklist

Ensure you've got the basics needed to get going

With all the new information coming in on the first few days at the job, it can be easy to overlook or forget the obvious. Here's a checklist to get the foundation right:

- **Review orientation packet.** Write down any questions to go over with your mentor, supervisor or human resources person. Read packet materials and write down any questions about the packet you may have. Save that list for a check-in with mentor and/or supervisor.
- **Review policies.** Read and sign off on key policies referenced in the orientation packet.
 - What are policies governing email or computer security, data on shared drives, and use of portable devices?
- **Review procedures.** Read and sign off on administrative and laboratory procedures referenced in the orientation packet. Don't forget:
 - How's your desk and work station layout? Do you need ergonomic or other changes?
 - Do you need business cards?
 - Do you have all your keys?
 - What are mail, shipping and pickup procedures?
- **Review the facilities and organizational chart.**
 - Familiarize yourself with the building layout, as well as facilities outside such as transportation and parking.
 - Test your security badge access to the building, laboratory/office and other facilities where you will be working or visiting.
 - What are the procedures for visitors—security and parking?
 - Learn names and positions on the organizational chart.
 - What are guidelines for reserving conference rooms or other places where you can consult with colleagues and visitors?
 - Who should you speak to about media equipment use and availability—projection, teleconferencing, video conferencing, etc.?
 - What calendar and meeting administration software does the lab use? Are you signed up and ready?
 - Arrange to get a tour of any neighboring labs, academic institutions or hospitals with which your lab has a partnership or regularly collaborates.
- **Review position information.**
 - Review initial job assignments and training plans, as well as the job description, performance expectations and standards.
 - Review job schedule and hours, and update your personal and work calendars.

- Write down questions about your position and job assignments and save for check-in with mentor and/or supervisor.
- **Send out your new contact information.** Make sure your former colleagues as well as your new contacts know how to reach you at your job.
- **Try out computer and software.** Test username and passwords on your:
 - E-mail
 - Phone
 - Databases
 - Shared drives
 - LIMS
 - Network