

First-Day(s) meeting with Supervisor

Individual supervisors may organize the initial orientation slightly differently; the aim is to welcome you on-board and provide you with the information to start your assignment. During your first meeting, discuss the following:

- An overview of the Host Entity – mandate, structure, and functional areas.
- Understand Host Entity culture - specifically, interpersonal interaction, hierarchical communication, dress code, habits and norms (dos and don'ts).
- Review the Description of Assignment and gain clarity on your role and responsibilities.
- Understand the expectations - in what ways you will be expected to contribute.
- Request for information and access to Host Entity resources – premises, systems, tools, and people.
- Acquire names of team members and department organizational chart – a list of “who’s who” and “who to contact for what”.
- Understand who are the stakeholders and who supports the section.
- Acquire information on your schedule of activities for the week including:
 - Host Entity specific policies/procedure on:
 - Working hours, lunch and break times, and overtime (if applicable).
 - Attendance and leave management.
 - ID card, work permit and visa.
 - Rest and recuperation cycle (if applicable).
 - Emergency procedures in place, emergency exits, safe area (if applicable).
 - Host Entity specific mandatory training - contact your Host Entity focal person for access to their internal learning platform. UNV is unable to provide access to external training.
 - If not already assigned, request for a work buddy to shadow and help you settle in.

- Schedule the best time to reach your supervisor and/or resource persons for questions.
- Clarify any additional questions you might have.

Tip: As a new team-member, be flexible and open as you adapt to the new environment. The first week is a perfect opportunity to gain a clear understanding of your role and responsibilities, while setting an example of your productivity, quality of work and attitude.