

# 1st day

1

- Review company policies and procedures
- Complete new hire paperwork
- Meet with supervisor and HR
- Review job description and expectations

## NEED HELP with this step?

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2

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## NEED HELP with this step?

- **Employee Self-Service**
- **Direct Deposit**
- **W-4 Tax Form**
- **K-4 Tax Form**
- **Review company policies and procedures**
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7

1. The first step is to identify the problem or goal.

- Identify the problem or goal.
- Determine the resources available.
- Develop a plan of action.
- Implement the plan.
- Evaluate the results.

8