PREPARE FOR YOUR FIRST WEEK

FIRST DAY PREP

- ❑ Make sure you have received your laptop and can login
  - Need help finding your login? Please refer to an email from newhireIT@insightglobal.com in your personal email for your login credentials! Scan here for set up instructions →
- ❑ Make sure you received your work from home equipment Click Here To Setup Your Monitors
- ❑ Practice your commute
- ❑ Plan your outfits –Check out our Dress Code Policy Here
- ❑ Connect with colleagues on LinkedIn
- ❑ Make sure your laptop, charger and any other items you'll need are packed and ready to take with you
- ❑ Confirm your first day details with your Account Manager or Hiring Partner (if you don't know who that is, please let your TA know!)
- ❑ Make sure you know where to park and have access
- ❑ Review the videos on the preboarding site (optional) – Check out the Videos Here

If you have any other questions before your first day, please reach out to Crystal.Timmerman@insightglobal.com for assistance!

FIRST WEEK ADVICE

- ❑ Arrive early – give yourself at least 15 min to get settled before you start your day
- ❑ Ask questions
- ❑ Be yourself
- ❑ Be vocal and proactive – don't be afraid to voice your opinion!
- ❑ Seek feedback
- ❑ Get lunch with your teammates, other R1's, and colleagues around the office
- ❑ Take ownership of your career from day one
- ❑ Get out of your comfort zone
- ❑ Take LOTS of notes
- ❑ Explore your office and get familiar with the layout