You're Joining Mozilla – Now What?

Purpose of the document: This document is to be used as a reference guide for anyone joining Mozilla. The checklist below outlines the steps that help people acclimate to Mozilla and start contributing to the project at a faster rate.

Target Audience: Anyone on-boarding to Mozilla.

Timing	Employee To Do's	Status	References
Pre-First Day	Review offer letter & return applicable docs		Offer Packet
	Review benefits summary & compile info necessary to sign up for benefits during first week		Benefits Summary
	If applicable, review relocation guidelines		Relocation Guidelines
	Touch base with your hiring manager to obtain Day 1 schedule		
	Watch Mozilla Overview Video (available at end of Q1'12)		Available Mid 2012
	Prepare docs needed for Day 1		
	Reach out & ask questions!		
Day 1	Attend New Employee Orientation		Offer Packet
	Obtain badge		
	Attend Benefits Lab		
	Attend IT Lab		
	Attend MOCO meeting (escorted by manager or assigned escort)		
	Settle into workspace & make a list of any equipment/supplies needed		
Week 1	Hold first manager/employee 1:1 (Refer to 1:1 Guidelines)		Guide to First 1:1
	Co-create a list of regularly scheduled meetings employee needs to attend/create		
	Co-create a list of "Meet & Greets" to be completed within first 6 months (Refer to Meet & Greet Guidelines)		Meet & Greet How To
	Connect with your buddy		Buddy Toolkit
	Order equipment/supplies		
	Order business cards		Procedures on Mana (search business cards)
	Enroll in benefits		Resources Provided at Benefits Lab
	If applicable, update personal information (Address, Paperless Statements)		
	Reach out & ask questions!		
	Review first draft of job specific initial deliverables and Job Training Plan with manager		Job Training/Plan Toolkit
Month 1	Complete Ergonomics Assessment		
	Complete Anti-Harrasment Training		Available Mid 2012
	Complete Working at Mozilla Training		Available Mid 2012
	Complete HR Guidelines Training		Available Mid 2012

Month 1	Attend IT Monthly Brown Bag (as needed)		Email Invitations Sent Monthly After Feb'12
	Create first revision of quarterly objectives and add these to the Job Training Plan (co-create with manager)		Quarterly Goal How To
	Follow-up on buddy program to ensure it is effective		Buddy Toolkit
	Checkpoint #2: Check progress towards your new hire job expectations and deliverables. Review and evaluate integration progress to date. Identify problems and ask for help as needed.		Job Training/Plan Toolkit
Month 2 to Month 6	Determine with manager if there are any company-wide events you need to include on your first year plan (Mozcamp, work weeks, conferences…)		
	Follow-up on buddy program to ensure it is effective		Buddy Toolkit
	Checkpoint #3: Check progress towards your new hire job expectations and deliverables. Review and evaluate integration progress to date. Identify problems and ask for help as needed.		Job Training/Plan Toolkit
Month 6 to Month 9	Discuss career development with employee and determine if there are any projects, classes, conferences they need to attend		
	Complete the New Hire Survey		New Hire Survey to be Emailed
	Follow-up on buddy program to ensure it is effective		Buddy Toolkit
	Checkpoint #4: Check progress towards your new hire job expectations and deliverables. Review and evaluate integration progress to date. Identify problems and ask for help as needed.		Job Training/Plan Toolkit
Month 9 to Month 12	Follow-up on buddy program to ensure it is effective		Buddy Toolkit
	Checkpoint #5: Check progress towards your new hire job expectations and deliverables. Review and evaluate integration progress to date. Identify problems and ask for help as needed.		Job Training/Plan Toolkit
	Celebrate Year 1 Anniversary!		