

## What is expected of the newcomer when starting a job

This tool describes key behaviours that are expected in a company. It can be filled by the newcomer, alone, but better with the support of the tutor or manager. The dates for evaluation can be chosen depending on the employment situation (e.g. one week after the signature of the contract, then one month, and the last one, three months after).

List of expected behaviours	Evaluation			Evolution
	n°1 Date:	n°2 Date:	n°3 Date:	
				↗ → ↘
I can introduce myself				
I can describe what I am able to do				
I've organized myself to go to work				
I always arrive on time				
I arrive early enough to change				
I have a suitable outfit				
If I'm late, I know who I should notify				
If I need an absence permit for an appointment, I know who to contact / how to proceed				
I know when I can take breaks and for how long				
I communicate with my colleagues during breaks				
I know and I respect the rules of hygiene				
I know and I respect the safety instructions				
I know the names of the tools / machines / materials				
I keep my workstation / belongings clean				
I maintain the equipment				

I have identified the main functions in the company				
I know who does what				
I understand the oral instructions				
I understand the written instructions				
I can fill out forms				
I can give oral instructions				
I can give written instructions				
When I don't understand what they say, I ask to repeat or to explain again				
When I don't know how to do something, I know who to ask				
I ask for advice when necessary				
I respect the pace / I carry out the tasks within the expected time				
I can evaluate my work				



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