

Manager Responsibilities for Managing New Employees

You are the primary source of support for your new employee. To ensure each of our new hires starts right, you will need to be available for them before they start and during the first few weeks of their employment with Bridge. Please be sure to regularly meet with them to confirm they have the support they need, are integrating well, and provide any constructive feedback. Also encourage them to interact with other members of the Bridge team, both inside your department and outside of it. As the manager, please also make sure you do the following:

Before They Arrive

- **Assign a Work Buddy** – someone who will act as a friendly face and can answer questions when you are otherwise unavailable
- **Keep in contact with Onboarding@BridgeIG.com** to ensure completion of background and/or drug screenings as well as their New Hire Paperwork
- **Contact them the week before they start** with Bridge and ensure understanding of the following
 - What to expect on Day 1
 - When to arrive, where to park, and who will meet them
 - Dress code expectations
 - Lunch with you and/or the team during their first week

1st Day at Bridge

- **Show them around the office** and introduce them to the team
- **Meet 1:1** to outline key tasks and make expectations clear
- **Ensure they have access to Saba** and get started on required training courses
- **Schedule weekly check-in meetings**

Meetings with Bridge Employees

- **Work Buddy meet and greet** to get to know each other
- **Members of your team** to begin creating working relationships
- **Other departments and employees** who will work with them on a regular basis
- **Vendors and/or other interested parties** outside of Bridge with whom the employee will need to form working relationships