**New Hire Employee Checklist – Internal Hire (current Penn employee)**

When selected as finalist/ leading up to your start date:

* Provide a current supervisor reference. If you will not give approval to contact your current supervisor, your offer will be contingent upon a favorable reference from them.
* Accept verbal offer and discuss start date
* Sign the written offer letter and return to the hiring officer

On your first day:

* Arrive at the office location listed in your offer letter (unless otherwise noted by your manager)

Within your first week:

* Complete your Knowledge Link profile questionnaire
* Sign up for any necessary training
* Update your information in the Penn Directory
* Update your LinkedIn profile (recommended, if applicable)

Within your first two weeks:

* Discuss Introductory Period goals and expectations with your manager

Within three months of your start date:

* Have regular feedback meetings leading up to your Introductory Review (3 months from your start date)
* Mention any areas that you need additional development/training in

Ongoing:

* Consider connecting with a mentor through MentorCloud – contact Wharton HR for details