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**Welcome email**

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**What To Do on 1st Day**

- **Introduce OGPS**
- **Schedule Orientation**
- **Bring Documentation**
- **Preview of 1st day**
- **Connect Now**
- **Confirm Appointment**

On their first day on campus, the postdoctoral Program and Data Manager provides each postdoc with an .5 hour individual orientation. During the orientation, postdocs learn about resources both on or off campus, receive an orientation packet and a welcome gift. OGPS receives self reported data and their photo.

**A. Orientation Packet**

- OGPS website
- Benefits
- Mentoring
- Research Facilities
- Ethics Training

Collecting self-reported information enables Brown to accurately meet reporting requirements including the training grant submissions. Asking about prior RCR training helps OGPS identify postdocs who may need to meet grant agencies' ethics training requirements.

**B. Say Cheese**

Attaching a picture to database profiles helps staff recognize postdocs at social and professional development events.

**C. Welcome Gift**

Offering a welcome gift promotes a positive first impression. Mug message includes OGPS web address, reminding postdocs where to find information.

**What To Do on 1st Day**

- **Postdoc Handbook**
- **Representation**
- **Performance Evaluation**
- **Career Management**
- **Transportation**
- **Family Support**

Providing several means of communication establishes immediate social and professional connections.

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