

20 Steps for a Successful First Day

Welcome to Dow Corning! We are working diligently to ensure that your first days with Dow Corning are successful and result in you quickly becoming an effective, fully contributing member of our workforce. It is critical that we provide you with the foundation tools, resources, and organizational perspective that ensure your rapid inclusion within our workforce and our Dow Corning culture. Your supervisor, mentor, organization and your Department's functional areas all have a role in your successful orientation. So do you. The following tips are provided to help you make it through your first days as easily and as stress-free as possible:

1. Put on your happy face! You were selected and are about to begin work with one of the premier silicon innovators of all time. Each day you will be participating in the making of our industry's history. The people you meet today will be your co-workers for many years to come. Now's the time to start building those positive, friendly relationships that make for great teams and successful careers.
2. Contact your supervisor before your first day to confirm your arrival and to ask any last minute questions.
3. Arrive on time. You may be on-boarding with a number of other employees and you don't want to either delay them as they await your arrival or to wait until they're finished. Plan for possible delays due to traffic or large groups at the security desk.
4. In most locations when you arrive at security, you will be provided an employee badge and directions to the on-boarding location. If they are not provided—ask for them if you need to.
5. Pay attention to your initial briefing from security. Don't park in reserved spaces; follow the traffic rules. Like all vehicles entering Dow Corning facilities, your vehicle may be subject to search. Do not bring weapons, hazardous materials or cameras.
6. All employees including transfers must on-board. If you're a new employee, on-boarding will take a little longer. Be prepared, follow the instructions, and ask questions if you have them.
7. If you're getting dropped off by a family member or friend, remember that at some locations your family member may not be allowed on site without clearance and a visitor's badge. If necessary, please pre-arrange with your new department or supervisor for transportation from the security/badge Office to the on-boarding location.
8. Plan on spending the day on-boarding. It is your first work day. Please don't bring your family or friends, schedule other appointments, or plan to do other personal business.

9. Dress appropriate to the weather and location. Also, remember that you may be introduced to senior members of your new management team.
10. Ensure that you have completed or provided the items that were requested in your offer letter. If you have not submitted them, you may not be able to start work.
11. Ensure that you have completed any security forms that were requested. This could slow or delay your starting work.
12. Ensure that you have reviewed the entirety of this webpage. Complete the items that are listed in steps 1-6.
13. Fill out your forms; You must print and mail the completed forms by the Wednesday before your first day. Or you may print and fax the completed forms by the Wednesday before your first day and bring the completed forms to your on-boarding. If you do not, it may delay your on-boarding significantly.
14. Bring the appropriate I-9 documentation to your on-boarding.
15. Prior to arrival, review the Benefit Summaries and Benefit Enrollment Booklet if you plan to enroll. There are many plans to choose from and we cannot recommend or chose one for you. The plan information is available in the forms section of this on-boarding webpage.
16. Bring information needed for Direct Deposit of your pay check. This will include your account number and your bank's routing code on the bottom of your personal check.
17. Familiarize yourself with the Investment Program. You will be asked to make decisions about you investment options and investment amounts.
18. When you report to your new organization become familiar with the office area and your new co-workers. They've all been where you're at today and will be more than willing to help you get settled in.
19. Participate in required department first day activities. Get involved in meetings, projects, tours, and organization activities—right away.
20. Meet with your supervisor to close out the day. Ask for any additional assistance that you need. If you need to, contact the Human Resources Service Center. Let us know what we did well and where we need to improve.

Welcome to Dow Corning! We look forward to working with you.