



New Hire Packet

Section 1: Office Tour

Welcome! Meet the people.

Job Description

Employee Manual — Expectations from you and for you.

Office Manual — How things work at Metropolis

Keys & Alarm Code

Desk Area & Notebook

Phone System

Intranet System

Metropolis Comps pages

Section 2: Paperwork

Employee Contract / Contractor Agreement

Confidentiality Agreement

Additional paperwork? (Co-op/Interns)

Section 3: Paperwork

Baseline Review — To base Mid-Year and Annual reviews on