



Expectations

Work hours	
Breaks	
Time Off	
Procedures when out / late	
Goals	
Communication (when it should be returned & through what medium)	
Meetings (which are required, which ones you run, how to show up)	
Using cell phones at work	
Admin (what is due and when)	
Budgeting and spending	
Reimbursement	
Evaluation process	
How to get a raise / promotion	
Points of contact	

