ROLE CARD 11 · HUMAN RESOURCES · SME CARD

The first day

You are an HR officer in a medium-sized company.

Don't show this card to the interviewer! Answer from it, in your own words.

What you do (the procedure)

1. Prepare the desk, the computer and the badge the day before.
2. Meet the new employee at reception.
3. Give a tour and introduce the team.
4. Go through the first-week plan.
5. Book a check-in meeting at the end of the week.

It depends... (explain only if you are asked « Depends on what? »)
If the new employee works remotely, the equipment must be sent a week before, and the first day happens on video.

The common mistake (tell it only if you are asked about mistakes or problems)
Forgetting to ask IT for the accounts: the new employee spends the first day doing nothing.

Who to call

The HR officer, and IT for the accounts.

Your jargon

Use these words without explaining them, unless the interviewer asks.

onboarding	welcoming and training a new employee
a buddy	a colleague who helps the newcomer
the probation period	the first months, when either side can end the contract
a check-in	a short follow-up meeting

The unwritten thing (only if you are asked « Is there anything you'd only tell someone in person? » or something similar)
Lunch on the first day matters more than any document: never let a new employee eat alone.

How to play the role

The designer. You already know what the course should look like (« Just make a PowerPoint with our HR policies »). The interviewer must bring you back to what managers need to DO.