

Welcome to DSD — Day 1 Checklist

Starting a new job involves a lot of logistical tasks alongside a lot of new relationships, new systems, and new information. This checklist is your guide for Day 1 — not to overwhelm you with everything at once, but to help you focus on what matters most in the first hours and days, so you can settle in and begin building the foundation for the work ahead.

Content

Welcome to DSD — Day 1 Checklist

Resource type: Tier 1 Flagship — Orientation

Hub home: New Staff Orientation & Culture Hub > Welcome to DSD

Companion to: T05_17_week1_priorities, T05_18_supervisor_questions, T05_19_mission_values

We are glad you are here.

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Day 1 is also about being welcomed. DSD values every person who joins this team, and the people around you are genuinely interested in your success. Let yourself receive the welcome.

Before You Arrive (or First Thing)

- Confirm your start time, building location, and who you will meet first (your supervisor, a buddy, or HR/onboarding staff) — if you haven't already
- Know where to park or access public transit for your work location
- Bring your identification documents for I-9 verification — you will need these on or before Day 1
- If you are starting in a remote or hybrid arrangement, confirm the video conferencing platform and any log-in credentials you have received in advance

Systems and Access

- Get your state employee ID, login credentials, and network access set up — your supervisor or IT will guide you through this
- Log into your state email account and send a test message
- Set up multi-factor authentication if required for your systems
- Confirm access to Microsoft Teams (or the collaboration platform DSD uses) [CONSULTANT VERIFY:

confirm primary collaboration platform]

- Get access to the Minnesota DHS intranet (if applicable) [CONSULTANT VERIFY: confirm intranet name and access process]
- Learn where to find the Community-Based Services Manual (CBSM) — at mn.gov/dhs (https://www.dhs.state.mn.us/dhs16_145818/) — the primary policy reference for DSD programs
- Ask your supervisor about any program-specific systems you will need access to (MMIS, MnCHOICES, CountyLink, others)

Your Physical or Remote Workspace

- Find your desk, workstation, or home office setup
- Locate key physical spaces if in-office: restrooms, break rooms, exit routes, printing and copying, accessible routes
- Ask about building accessibility resources you may need
- If remote: confirm your home office setup, any equipment shipped to you, and who to contact for tech support

Meet Your Team

- Introduce yourself to your immediate supervisor (if not already done)
- Meet the colleagues on your immediate team
- Ask your supervisor who your key contacts are in the first week — who will answer your questions? Who is your go-to for what topic?
- Find out if you have been assigned an onboarding buddy or mentor — and meet them if so
- Ask your supervisor to introduce you to the person in your unit who serves as the Equity Champion [CONSULTANT VERIFY: confirm the term "Equity Champion" is correct for DSD's equity liaison role]

Understand Your Role

- Review your position description with your supervisor
- Ask: What are the two or three most important things you want me to focus on in the first two weeks?
- Understand your schedule, any flexible work arrangements, and your supervisor's preferences for communication and check-ins
- Find out about your unit's regular meetings, team standups, or all-hands sessions

Policies and HR Basics

- Complete any required Day 1 HR paperwork (I-9, benefits enrollment, direct deposit)
- Receive or locate the DHS employee handbook [CONSULTANT VERIFY: confirm location and name of current DHS employee handbook]
- Understand the basics of your leave and benefits package (you will have time to review the full details later)
- Identify your HR contact for questions about pay, benefits, or employee relations

Start to Learn the Culture

- Read the DSD Mission and Values Plain-Language Explainer (see T05_19 in the Orientation Hub)
- Explore the One DSD Orientation Hub when you have a moment — it is designed for you
- Ask a colleague: "What's one thing you wish you'd known on your first day?"
- It is completely normal to feel overwhelmed — you are absorbing a lot of new information. Give yourself permission to be a beginner

Before You Leave Day 1

- Know how to reach your supervisor if you have an urgent question
- Know who to call if you have a tech or access issue
- Have a sense of what time you start tomorrow and what is on the agenda
- Take a breath. You made it through Day 1. That is worth noticing.

A Note on Identity and Belonging

DSD is a workplace that takes belonging seriously. You bring experiences, perspectives, and identities that are valuable here. If anything feels unwelcoming or unclear — including anything related to your cultural background, disability status, language preferences, or any aspect of who you are — you have the right to name it and to expect a response.

Your supervisor is one resource. Your Equity Champion is another. The One DSD Resource Hub has tools for navigating workplace culture. You do not have to sort everything out on Day 1 — but you should know that support exists.

Sources

- DSD Quarterly Updates series — program and systems context (https://www.dhs.state.mn.us/main/groups/county_access/documents/pub/mndhs-068630.pdf)
- One DSD Operations Playbook v1.0 (../../../../playbook_extracted.txt) — Orientation design principles
- Content Map and Gap Analysis v1.0 (../../../../content_map_and_gap_analysis_v1.md) — Section 2.2 (ORI.WLC.D1)

Always defer to the person in front of you. Reach out to your supervisor for clarification on anything unclear.

Confirm your start time, building location, and who you will meet first (your supervisor, a buddy, or HR/onboarding staff) — if you haven't already

Set up multi-factor authentication if required for your systems

Confirm access to Microsoft Teams (or the collaboration platform DSD uses) [CONSULTANT VERIFY: confirm primary collaboration platform]

Ask your supervisor about any program-specific systems you will need access to (MMIS, MnCHOICES, CountyLink, others)

Ask about building accessibility resources you may need

Ask your supervisor who your key contacts are in the first week — who will answer your questions? Who is your go-to for what topic?

Ask your supervisor to introduce you to the person in your unit who serves as the Equity Champion [CONSULTANT VERIFY: confirm the term "Equity Champion" is correct for DSD's equity liaison role]

For facilitators learning leads, use Welcome to DSD — Day 1 Checklist to define the decision, compare evidence and impacts, document limits, and name the owner; build the guidance into preparation, practice, debrief, access checks, and follow-up. Start by confirm your start time, building location, and who you will meet first (your supervisor, a buddy, or HR/onboarding staff) — if you haven't already

Do not replace official legal, policy, clinical, supervisory, program, or Tribal authority.

Do not infer an individual's identity, preferences, needs, or experience from group-level information.

State uncertainty, use current authoritative sources, and escalate when the decision exceeds the user's role.

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