5 Tips for getting off to a great start at Duke

You’re finally here! Welcome to Duke. We all want you to be successful in your new position and have compiled a list of helpful tips to assist you in acclimating to your new position. For more information, visit the Duke Human Resources website.

1. **Stay informed** - visit the following sites frequently to learn about what is happening at Duke and to stay up to date:
   b. Working @ Duke [http://www.hr.duke.edu/workingatduke/](http://www.hr.duke.edu/workingatduke/)
   e. Events at Duke [http://calendar.duke.edu/cal/main/showMain.rdo](http://calendar.duke.edu/cal/main/showMain.rdo)

2. **Take initiative** – stay actively involved in learning about your job and your department
   a. Staff handbook [http://www.hr.duke.edu/policies/staff_handbook.pdf](http://www.hr.duke.edu/policies/staff_handbook.pdf)
   b. Job description, expectations, competencies, resources
   c. Organizational charts
   d. Departmental policies and procedures
   e. Departmental publications and websites
   f. Work with your manager to develop an action plan for your first 90 days

3. **Ask questions** – even the same one you asked last week! You will be learning a tremendous amount of information. Expect to have “information overload” at times. Ask questions to clarify your understanding of expectations and practices.

4. **Explore the Duke and Durham Community**

5. **Know your resources** – and use them!
   a. Your go-to person for information (supervisor, orientation buddy or colleague)
   b. Duke@Work [http://www.hr.duke.edu/selfservice/](http://www.hr.duke.edu/selfservice/)
   c. Benefits [http://www.hr.duke.edu/benefits/main.html](http://www.hr.duke.edu/benefits/main.html)
   e. Human Resources [http://hr.duke.edu/](http://hr.duke.edu/)
   g. Emergency (emergency status) [http://emergency.duke.edu/](http://emergency.duke.edu/)
   h. Duke libraries [http://library.duke.edu/](http://library.duke.edu/)