



Orientation Checklist

Congratulations on your new UN post! Use this checklist to find and prioritize resources, guidelines and networking opportunities on the Orientation Hub: hr.un.org/orientation




FIRST WEEK

- ☐ Enroll in UN Health Insurance
- ☐ Learn about the Ombudsman
- ☐ Support diversity and inclusion
- ☐ Learn key UN acronyms

GET READY

- ☐ Download Relocation Checklist
- ☐ Estimate your salary and benefits
- ☐ Start completing mandatory courses
- ☐ Get spouse support

FIRST MONTH

- ☐ Confirm workplan and timeline
- ☐ Learn about staff assessment and taxes
- ☐ Maintain a healthy, ethical, and harmonious workplace
- ☐ Join a UN network

FIRST SIX MONTHS

- ☐ Build resilience and prioritize well-being
- ☐ Learn about your local staff union
- ☐ Commit to "Be the Change"
- ☐ Consider UN mentoring programme

SECOND WEEK

- ☐ Apply gender-inclusive language and policies
- ☐ Enroll in Life Insurance plan
- ☐ Register for a learning activity
- ☐ Complete remaining mandatory courses

FIRST DAY

- ☐ Participate in the induction programme
- ☐ Discuss work plan with supervisor
- ☐ Learn key platforms and applications
- ☐ Sign up to stay informed

