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

Learn some fundamentals before proceeding

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

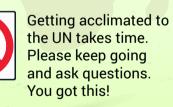
FIRST SIX MONTHS

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

Be sure to take time to focus, reflect and learn

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



