



FREE PRINTABLE FROM ARDENT WORKSHOP

First-Day Agenda & Who-to-Ask

Two free print-and-fill sheets from the New-Hire Welcome Packet & First-Week Pack.

2 of 19 print-and-fill sheets, shown filled in and blank

Your First Day — filled-in example

Exactly what happens, hour by hour, so the first day isn't spent wondering what happens next.

SHARE IT IN ADVANCE

Send this to them the day before, not the morning of. Knowing what to expect is most of what makes a first day feel calm.

Today's schedule

Fill in before day one and hand over, or print and post at the front door

Time	What's happening	Who's leading it
8:00 am	Coffee and a walk through the space	Priya
8:15 am	Paperwork signed, key and badge handed over	Priya
8:30 am	Register and POS walkthrough	Marcus
9:00 am	Meets the morning crew	Dev
9:30 am	Shadows Marcus on the counter, no register	Marcus
10:30 am	First solo orders, Marcus right behind her	Marcus
12:00 pm	Lunch with Marcus, on the house	Marcus
1:00 pm	Display case restock and rotation	Dev
3:00 pm	Sit with Priya: questions, and what week one looks like	Priya
4:30 pm	Closing checklist walkthrough, then home on time	Marcus

Anything that needs to happen before they arrive

» Key and badge ready in the front desk drawer

» POS login tested and working

Who's covering if their buddy is out

» Dev covers if Marcus calls in

Who's Who and Who to Ask — filled-in example

The questions a new hire always has and no idea who answers. Fill in the names before their first day, not during it.

ASK, DO NOT WRITE

Names and roles belong on this sheet. Codes, PINs and passwords do not — this page gets handed over and pinned up.

Who to ask about what

Fill in the names before they arrive

Subject	Who to ask	How to reach them
Pay and paychecks	Priya	In person or text
Hours and scheduling	Priya	Text, she posts Sundays
Calling in sick or late	Text Priya by 6am	Text only, no calls before 7
Supplies and ordering	Dev	In the kitchen most mornings
The alarm or door code	Priya	She has the only spare key
A customer complaint	Priya, always	Radio her, don't solve it alone
Something not working	Dev if it's the oven, Priya otherwise	Radio channel 2
Requesting time off	Priya	Text at least a week ahead
Safety or an accident	Priya first, then Dev	Radio ch 2, then tell Priya
General questions	Marcus, for anything at all	Just ask, he expects it

Who to ask when nobody else is around

» Marcus - he's almost always on shift with you

The fastest way to reach any of them

» Radio channel 2 beats texting during a shift

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Who to ask when nobody else is around

The fastest way to reach any of them

The rest of the packet

This pair is the two sheets a new hire actually reads on day one. The paid pack is everything around it: what a manager works before that morning, and the loop that closes it after.

TWO OF THE NINETEEN SHEETS

This free pair is 2 of the 19 print-and-fill sheets in the full **New-Hire Welcome Packet & First-Week Printables Pack**. The rest of it is the half of onboarding nobody else sells: the back-dated **Countdown Run** of 30 prep tasks, the **Back-Date Worksheet** that turns a start date into real due dates, the **Readiness Score** for the night before, a **buddy briefing** and a **training sign-off** sheet, a day-five "**What Was Missing?**" slip and the **Fix Before Next Hire** sheet it feeds, cut-out **desk cards** and an **equipment receipt**, a **filled example** of all 19 sheets for an invented bakery, and a curated **lead-times and wording reference**. [See the full pack.](#)

See the full range at ardentworkshop.com.

Everything here is a template and general guidance, not HR or legal advice. Employment paperwork, eligibility checks, and record-keeping rules vary by jurisdiction; check what applies where you employ people. Marrow Street Bakery and everyone in it are invented for this example.

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