

# New Employee Guide



## Welcome to U.S. Bank!

Use this guide to navigate your first few months, see what's coming up, or cross a milestone off the list. Be sure to check out the companion document with answers to the most [frequently asked questions](#) from new employees during their first few weeks.

## Warming up

### A few things to do before you get started

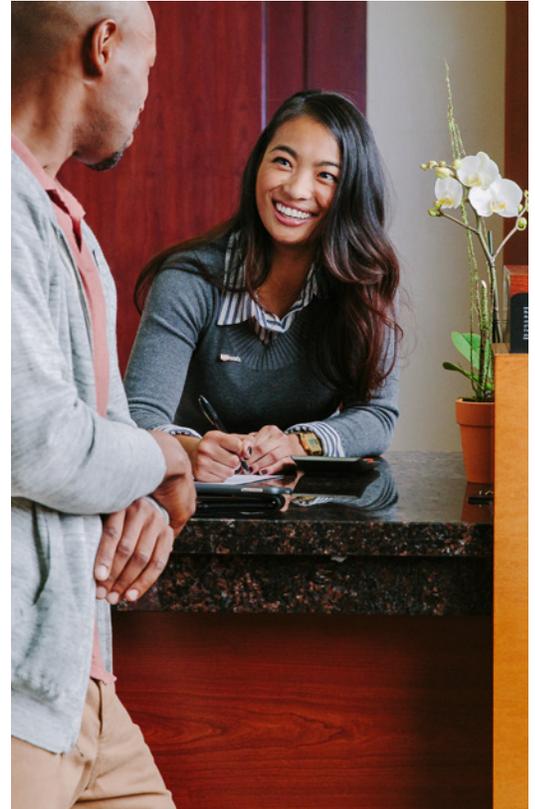
- Check your email for required paperwork that will come with your offer letter. The letter will outline any documentation that you'll need to bring your first day.
- Complete [required forms and fingerprinting](#).
- Review your benefit options. Benefits at a Glance gives you a high-level overview of healthcare options and other benefits. We hope you find answers to your benefits questions in the [New Employee FAQs](#). If you do have questions, the U.S. Bank Employee Service Center is your go-to resource for benefits, payroll or other Human Resources questions. **Call them at 800.806.7009.**
- Explore the [One of Us New Employee Orientation](#) site for an introduction to U.S. Bank culture, our company benefits, and important career development resources. We recommend you start with the "What we believe" section for an overview of our purpose and core values.



## Getting started – Your first week.

### You're off and running.

- During your first few days, your manager will give you time to explore the One of Us New Employee Orientation site. Review the content at your own pace, and check back as you have additional questions.
- Keep a close eye on your email inbox for your **FYI (first year information)** notices. You'll be getting lots of important emails about benefits enrollment, completing tax forms and signing up for direct deposit. We will also send you emails to let you know about all the great programs and resources you can access as a new employee. You'll see the **FYI** label at the top of each of these critical emails to let you know it's from us.
- Meet with your manager and your team. Start learning about your role and how work gets done on your team. Don't be afraid to ask questions. Check out this list of [recommended networking contacts and suggested questions](#) to help you get those conversations started.



- If you manage a team, spend time with each of your direct reports, asking them about their roles, successes and challenges. For more best practices geared to new leaders, please visit the [New to U.S. Bank Leaders page](#).
- Meet with your peer mentor, who will help you learn the ropes of your new department, be your touchpoint for day-to-day questions and share insights about U.S. Bank culture.
- Get to know [HRConnection online](#), where you can find links to explore [pay](#) and [benefits](#) information, make changes to your [contact information](#), and even find handy [New Employee Resources](#). Plus, if you manage a team, you'll find information and tools to manage your new direct reports within HR Self Service.

- Visit [Your Total Rewards](#) to start the benefits enrollment process and view personalized compensation information. **Remember, you'll find answers to frequently asked pay and benefits questions in the [New Employee FAQs](#) or by calling the [U.S. Bank Employee Service Center at 800.806.7009](#).**
- Did a colleague help you find a great lunch spot? Did your peer mentor share her favorite USBnet resource? Say thanks with an eButton. It's easy to send one to anyone in the company – just visit the [Best in Us site](#).
- Check out our [U.S. Bank Banking Discounts](#). When you're ready to become a customer, stop by any [U.S. Bank branch](#), [apply online](#) or call 800.771.2265 Or, if you're already a U.S. Bank customer, ask for an upgrade to the [U.S. Bank Platinum Checking Account](#).
- Learn what to do in the event of an emergency by visiting the [Employee Emergency Information Center](#).

## Accelerating – Your first month.

### Picking up the pace and staying on track.

- Work with your manager to establish goals for your first few months, and talk about how you'll check in with each other on your performance and development activities throughout your first year.
- Smile, you're on US Book. Getting to know other U.S. Bankers is crucial as you build your new network. Head over to US Book to check out the [One of Us community](#) for new employees, upload a photo to your profile, and explore other communities that may be of interest to you.
- To further build out your network, meet with the partners who will be critical to your success. Your manager can help you identify those key partners. [Click here for recommended questions](#) to get the most out of these first conversations.
- Complete your required training in the [Global Learning Lab](#).
- Explore [Inside USB](#), our intranet homepage. You'll find at-a-glance news updates, links to workplace resources, and [BranchNet](#), our retail-specific news site that houses operational, sales and marketing information important to customer-facing employees.



- Tell us how your new employee experience is going. Look for your 30-day new employee survey invitation in your email inbox!

## Hitting your stride – Your first 100 days

### You've hit a comfortable pace, so take some time to explore.

As you think about your first-year goals and your longer-term career aspirations, it's a good time to create a [development plan](#). Visit the [Learn & Develop](#) page on USBnet to find a diverse mix of development activities:

- Learn about other positions at U.S. Bank on the [Job of the Month teleconference](#).
- Use [MentorConnect](#) to connect with a colleague who can provide leadership and expertise to help you reach your development goals or introduce you to other areas of the company.
- Get involved! Join a [Business Resource Group](#).
- Let U.S. Bank help you reach your wellbeing goals. Visit [Well with Us](#) on USBnet to explore benefits, discounts, tools and resources, including free health coaching and other tools through Life Time Health, discounts and onsite meetings for Weight Watchers, free onsite health centers and more.

Find activities that you will enjoy and that will keep you motivated to make gradual progress throughout the year.

- We believe that everyone is a leader at U.S. Bank. Whether you manage work, our people, or our business, we all have opportunities to lead. Visit [Leading Us](#), our one-stop-shop for leaders, and learn more about the skills it takes to be a successful leader at U.S. Bank.
- If you manage a team, read about our approach to [leading performance](#). Even if you don't currently manage others, this is a great resource to know what to expect during your performance and development conversations with your manager.
- Brush up on the banking industry, and develop your own personal financial acumen, with these [banking fundamentals](#).
- Give back to your community. Whatever your passion, there's an opportunity for you on the [U.S. Bank Volunteers site](#). Invite your new colleagues to join you—and don't forget to record your volunteer hours on the site when you're back!
- Tell us what you think about your new employee experience. Look for your second new employee survey invitation in your email inbox a couple of weeks after you've completed your first 100 days with us.

