

New Employee Checklist: Preparing For Your First 6 Months



Use this tool as a guide of suggested actions to take in order to help you acclimate to Williams in your first six months. These items are foundational to all Williams employees. Your supervisor will have additional items to prepare you for your role and has been provided a similar checklist, but in order to provide the best experience, we ask that you also take an active role in performing these suggested actions to increase your success!


Your Title:

Your Manager:

Start Date:

Prior to the First Day

1. Make contact with your supervisor to discuss the details of your first day (time to report and where, what's needed for getting your security badge, dress, parking, etc.).
2. Complete your new employee paperwork (located on the Williams hub) as instructed per the email you received.
REMINDER: Be sure to include your "mailing address" when completing the Employee Data Form as all Williams related mailings are sent to this address.
3. Review the Williams.com website so you have a general understanding of the Company. This knowledge helps you understand our structure and operations, introduces you to commonly used terminology and begin to where your role fits in the organization.

Day One	Suggested Actions
MUST HAVE!!	 Every new employee needs to go to the New Employee Website located on our MyWilliams (our intranet). A link directly to this site is under the "The Williams Way" section. Many of the suggested actions below can be found there – it's a great resources for getting started navigating Williams!
General	<ul style="list-style-type: none"> • Memorize your Employee ID as you will be using this often. • Have you been assigned a buddy? As you learn to navigate in your department, a "buddy" is someone in your who acts as a go-to for general questions you may have that could be answered by a peer versus your supervisor. • Are you aware of your surroundings yet or know where to find supplies? If not, your supervisor or co-worker/buddy will provide a tour of the facilities. • Familiarize yourself with the MyWilliams intranet site. From MyWilliams, check out the HR Information Source site so you know where to find answers to questions about your pay, benefits, career, company/employee programs, etc. (known as Total Rewards). • From the HR Information Source site, click on HR Support. This is where you will find contact information for the HR Services & Payroll center and the person from HR that supports your area (called HR business partner). You can also get to the New Employees website from HR Information Source. • Consider getting involved early on by joining and networking with others through any of the Diversity & Inclusion Business Resource Groups. • If you are excited to refer others to Williams, earn extra cash through our Talent Scout program. Watch for the weekly Williams emails that list open positions and Talent Scout amounts.
Administrative	<ul style="list-style-type: none"> • Getting your security badge and understanding security at your location will occur your first day. • Your computer login information, setting up your phone voicemail and parking information will also be tasks you'll address once you arrive. • Once you have computer access, visit the MyWilliams>New Employees website as a resource for navigating MyWilliams and addressing your questions. It's important you are introduced to PeopleLink Employee Services which is where you can view paychecks, report time, establish direct deposit, and update W-4 tax information. • Set up your profile in My Career Manager (see <i>MCM</i>). • Confirm your work schedule with your supervisor; discuss expectations, peak periods, etc. • Talk to your supervisor about any safety procedures or training that you should be aware of for your role and/or location. FERC training is required and to be done ASAP (see <i>Training</i>).
Training	<ul style="list-style-type: none"> • The <i>Learning</i> module in My Career Manager is where you'll see our course offerings and required compliance training that has been assigned to you; your supervisor or buddy will provide more guidance.
My Career Manager (MCM)	<ul style="list-style-type: none"> • MCM is Williams talent management system where you will create an employee profile and load a picture, establish your goals, manage your career development, and prepare for performance reviews. • Organizational charts by dept./function (and pictures) are located here as well as job postings. Employee quick reference guides are available to help you utilize the system. • A MCM Mobile App is also available. For instructions, go to MyWilliams>HR Information Source>Career > My Career Manager.

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Within the First Week

- Request to schedule ongoing weekly/bi-weekly meetings with your supervisor to stay on track with expectations as you learn your new role within Williams.
- Make time to enroll in your Health & Group Benefits – **must do within your first 31 days.**
- Take advantage of our 6% company match by enrolling in your 401(k) plan.
- If your job requires travel, you will want to set up a travel profile through Egencia.
- If your job requires you to utilize a corporate charge card, talk with your supervisor about the process.
- Complete any required training (FERC, safety, decision effectiveness, new employee orientations, etc.) via My Career Manager.
- Review the Williams: *The Way We Work* New Employee Job Aid located on the New Employee website.

By First Month

- Discuss with your supervisor the performance review process and work with him/her to identify goals, then add your goals to the Goals section in My Career Manager.
- At the end of the first month, ask your supervisor for feedback to date and identify any key actions you can take moving forward.
- Sign up for the New Employee Orientation sessions provided the second Wednesday of every month from 2-3 p.m. (CST). Topics covered include Williams practices around pay, benefits, company, and career. We believe that having a good foundation in the company's history, values and basic operations is important in making the most out of your work here at Williams. We want our employees to fully understand what we have to offer, so we encourage your participation in these sessions.
- Discuss Williams: *The Way We Work* with your leader to gain an understanding of your specific responsibilities.

By Third Month

- Ask your supervisor for feedback and review your performance to date at this 90-day period; utilize My Career Manager to update the status of your goals with actions and progress to date.
- Meet with your supervisor to understand RWRR (Right Way/Right Result) which represents how each employee performance is managed. More information can be found on HR Information Source>Career> Talent Development Process.
- Ask your supervisor about the Career Levels and Ladders tool which identifies career movement within the Company.

By Sixth Month

- Set up time with your supervisor to engage in reviewing your performance. This communication is essential to your performance and career development at Williams.

Use the Space Below to Capture Other Action Items