

NEW EMPLOYEE ROADMAP

WELCOME TO THE MASTEC INDUSTRIAL COMPANIES

Please use this new employee roadmap as a guide to assist with navigating to all of the items necessary for a new hire. If you have any questions, please email michr@mastec.com.

Day 1 – Required attendance by all new staff employees

- ☐ Onboarding With Your Onboarding Site Contact
 - ☐ Get connected to your laptop
 - ☐ Ensure onboarding paperwork is complete
 - ☐ Collect your I9 documents to complete Section 2 of the I9 for processing in E-Verify
 - ☐ Collect a copy of your Direct Deposit Proof if not already uploaded in iCIMS

- ☐ IT Set Up & Troubleshooting (see time below for your time zone)
 - 8:30am PT, 9:30am MT, 10:30am CT, 11:30am ET
 - The IT team will cover:
 - ☐ OKTA
 - ☐ Outlook
 - ☐ Teams
 - ☐ Service Now Portal
 - ☐ Mobile phone set up
 - ☐ How to change password
 - ☐ Report phishing
 - ☐ Apps overview
 - ☐ iPad set up
 - ☐ Printer set up
 - Call In To Join:
[+1 786-749-6377](tel:+1786-749-6377), [80309195#](https://www.zoom.us/j/80309195)
Phone Conference ID: 803 091 95#

- ☐ HR New Employee Welcome (see time below for your time zone)
 - 9:30am PT, 10:30am MT, 11:30am CT, 12:30pm ET
 - ☐ Welcome Video
 - ☐ Industrial Market Sector Overview
 - ☐ Welcome Packet Items
 - ☐ Benefits Enrollment & Overview Video
 - Call In To Join:
[+1 786-749-6377](tel:+1786-749-6377), [25922834#](https://www.zoom.us/j/25922834)
Phone Conference ID: 259 228 34#

- ☐ Field Starts; In addition to these items, you will also receive a site-specific orientation

- ☐ Meet with Your Supervisor to discuss:
 - ☐ List of key meetings to attend and meeting owners
 - ☐ List of software needed to do the job; submit an IT Ticket to request these softwares.
 - ☐ Meet your Team and understand their roles
 - ☐ Review other Key Players across the Company that are important to your role
 - ☐ Review your Training Plan; list of tasks, processes, and procedures and a designated Trainer
 - ☐ Review and access Key Documents located in Zavanta, InEight, Sharepoint, Vista, UKG
 - ☐ Review Job Description and set Expectations for 30 days, 90 days, and One Year
 - ☐ Employee to schedule meetings with Supervisor at 7, 14, 30, 60, 90 days after hire; these meetings are to review this Roadmap and your progress

YOUR ROADMAP TIMELINE

DAY 1 COMMON QUESTIONS (COMPLETED BY YOU)

There are a lot of action items on your plate as a new employee to MasTec. It is our goal to ensure you are equipped with information that is applicable to you to help you stay organized and to be aware of eligibility and registrations dates.

1. When will I receive my first paycheck?_____
2. When do timecards need to be submitted?_____
3. When can I register for ADP? (*pay stub*)_____
4. When will I have access to Bridge Online Learning? _____
5. When will I receive my login information for Beekeeper?_____
6. What is my benefit effective date?_____
7. When can I enroll in benefits?_____
8. When can I enroll in my 401K?_____
9. When can I enroll in the Employee Stock Purchase Program?_____

Notes from Meeting with Supervisor: (i.e., Names of Team Members and Key Players throughout the company)

YOUR ROADMAP TIMELINE

To Be Completed By Day 7

- ☐ Activate and Login to your Beekeeper App
- ☐ Update Email Signature (see New Employee Tile on SharePoint for directions)
- ☐ Complete Travel Profile Form (If applicable)
- ☐ Register for ADP to view your Pay Stub (not available until after your first paycheck)
- ☐ Complete New Hire Survey (This will be emailed to you) *Coming Soon!*
- ☐ Create & Submit Timecard (due by 10AM Mountain Time on Mondays)
- ☐ Set Up Printer (Submit IT Ticket)
- ☐ Explore SharePoint; New Employee Tile
- ☐ Meet with your Supervisor to review 1st week progress on this Roadmap; identify gaps, establish solutions
- ☐ Accept the Outlook Calendar invites from CI-Orientation for the 4-week rolling *Staff Orientation Program*
These are 15-30 minute informational sessions with Department Leaders to gain general understanding of each department's purpose.

To Be Completed By Day 14

- ☐ Register for Benefits (email questions to grant.dufour@mastec.com or Mastecbenefits@yourbenefitsmanager.com)
- ☐ Complete Online Trainings in CE&I Bridge (If applicable), see Welcome Book for login
- ☐ Complete "Getting Started with Concur" in your Bridge Training
- ☐ Complete "Express Travel Orientation" in your Bridge Training
- ☐ Order Business Cards, *if applicable* (email micomm@mastec.com)
- ☐ Continue to Explore MIC SharePoint
- ☐ Visit the MasTec Industrial Store *Coming Soon!*
- ☐ Visit ZAVANTA (company approved SOPS, Policies, Procedures, Forms library)
- ☐ Request a Headshot Photo (Email micomm@mastec.com)
- ☐ Meet with your Supervisor to review 1st 14-days progress on this Roadmap; identify gaps, establish solutions

Days 30–60

- ☐ Request a 30-day Review with Your Supervisor
- ☐ Sign up for 401(k)
- ☐ Eligible to Participate in Employee Stock Purchase Program
- ☐ Meet with Supervisor for a 30-day Review of progress on this Roadmap

Day 90

- ☐ Review historical MIC Townhalls on MIC Sharepoint
- ☐ Meet with Supervisor for 90-day Review of performance and progress on this Roadmap

Optional Ideas

- ☐ Talk to your supervisor or HR about a Mentor
- ☐ Attend Training Professional Development Opportunities
- ☐ Job Shadow a Team Member
- ☐ Schedule 1:1 session with your Supervisor at least monthly for feedback and idea sharing

We are so happy to have you on board with MasTec Industrial. Feel free to contact an HR Representative with questions as you get settled into your new role.