

# 5 Tips for getting off to a great start at Duke

You're finally here! Welcome to Duke. We all want you to be successful in your new position and have compiled a list of helpful tips to assist you in acclimating to your new position.

*For more information, visit the [Duke Human Resources](#) website.*

1. **Stay informed** - visit the following sites frequently to learn about what is happening at Duke and to stay up to date:
  - a. Duke Today <http://www.duke.edu/today/>
  - b. Working @ Duke <http://www.hr.duke.edu/workingatduke/>
  - c. Inside Duke Medicine <http://www.insidedukemedicine.org/>
  - d. Duke Wiki <https://wiki.duke.edu/dashboard.action>
  - e. Events at Duke <http://calendar.duke.edu/cal/main/showMain.rdo>
  
2. **Take initiative** – stay actively involved in learning about your job and your department
  - a. Staff handbook [http://www.hr.duke.edu/policies/staff\\_handbook.pdf](http://www.hr.duke.edu/policies/staff_handbook.pdf)
  - b. Job description, expectations, competencies, resources
  - c. Organizational charts
  - d. Departmental policies and procedures
  - e. Departmental publications and websites
  - f. Work with your manager to develop an action plan for your first 90 days
  
3. **Ask questions** – even the same one you asked last week! You will be learning a tremendous amount of information. Expect to have “information overload” at times. Ask questions to clarify your understanding of expectations and practices.
  
4. **Explore the Duke and Durham Community**
  - a. About Duke <http://about.duke.edu/>
  - b. Durham community <http://durham.duke.edu/>
  
5. **Know your resources** – and use them!
  - a. Your go-to person for information (supervisor, orientation buddy or colleague)
  - b. Duke@Work <http://www.hr.duke.edu/selfservice/>
  - c. Benefits <http://www.hr.duke.edu/benefits/main.html>
  - d. OIT—Help Desk <http://www.oit.duke.edu/help/>
  - e. Human Resources <http://hr.duke.edu/>
  - f. Payroll <http://www.payroll.duke.edu/>
  - g. Emergency (emergency status) <http://emergency.duke.edu/>
  - h. Duke libraries <http://library.duke.edu/>