

First Day Tips

We are glad you've joined the Canon Team!

Our goal is to guarantee that you have an exciting and productive first day experience. It is important that we provide you with all of the tools and information necessary to facilitate your transition into your new position. Your manager and our Human Resources department are important in your successful orientation but the most important factor is you! We've provided the following tips for your first day.

1. Before your first day, please complete the forms sent home to you in your Welcome packet and bring them with you to Orientation.
2. Orientation begins promptly, please be sure to arrive on time!
3. As a new team member, you are free to park in any area except for those marked Visitor or Reserved.
4. Please remember to bring any items requested in your offer letter or the Welcome to Canon letter.
5. In addition, kindly bring the following items with you:
 - The make, model and license plate number of your vehicle. You will need this information to obtain a parking sticker for your car.
 - Bring your dependents' social security numbers and dates of birth if you are going to add them to your medical coverage.
 - Information needed to complete your I-9 form.
 - Bring a voided blank check if you wish to receive your pay via direct deposit. Please note: even if you elect direct deposit your first paycheck will be a check.
6. We encourage you to ask questions during and after your orientation.

We are looking forward to your start with the Canon team! As an employee, you are an important element of Canon's future success!