Before You Arrive

Preparing for the Right Start

At SWN, we understand the first day on a new job is often jam packed with too information and tons of paperwork. To ensure your first day is spent on meaningful activities, we are providing you with a jump start on paperwork and a few resources to help set the stage for your career at SWN before you even start!

What to Expect and What to Do

First, you should expect to hear from both your Manager and your SWN Friend (if applicable) before your start date. Together, they will help you understand where to be and what to expect when you arrive on your first day. They will also help answer any questions you may already have.

Some commonly asked questions are:

• Who should I contact if I have more questions before I start?
  o Feel free to contact your Recruiter, Manager, or SWN Friend

• What time should I arrive on my first day?
  o Typical first day activities begin at 8:00 a.m. You will be notified if you are to report at a different time.

• What is SWN’s dress code?
  o Business casual is acceptable for your first day regardless of your position. You will be instructed on the proper dress code for your position during your orientation.

We know paperwork is dreaded, but necessary! There are some forms included for you to print and bring with you on your first day and others that you will complete online.

Also, we highly recommend you spend some time reviewing the benefits information you will receive. By familiarizing yourself with SWN’s offerings before you arrive, you can outline any questions you may want to ask before you enroll. Another great way to prepare for benefits enrollment is to complete the enclosed Benefits Enrollment Worksheets. Once done, you will have all of the necessary information to enroll online.

Finally, we invite you to review the All About SWN section. It’s full of great information on our functions, community involvement, and initiatives that are important to SWN’s culture. If you still have a thirst for more insight, we recommend spending some time on SWN.com, which has annual reports, up to date news, and more!