

Setting the Stage: Assimilating Your New Team Member

Complete Prior to Your New Hire's First Day of Work

Purpose: Utilize the following steps to help your new hire acclimate to department norms and build a positive relationship with you and their colleagues

Instructions: In the time between the offer acceptance and the start date, stay in regular communication with your employee. Send a packet of introductory information about your department

- Send an informal announcement to your department about their new team member and their background
- Shortly before the start date, send your new employee an email or letter that includes the following:
 - Date and time to arrive the first day
 - What to bring on the first day
 - Where to report and who to ask for upon arrival
 - Transportation and/or parking information
 - What to expect during the first day on the job (include a schedule of the first week if possible)
 - Overview of the office dress code
 - Options for lunch (better yet, arrange to take them out to lunch with you and/or a group of colleagues)
- Select one of your staff members to be a “go-to person” for your new hire’s first few months. This individual will play a key role in answering the new hire’s questions
- Encourage your staff to send welcome emails to your new hire
- Set up appointments with individuals that your new employee should meet
- Set aside time in your calendar to make sure you’re available for your new employee’s first days and weeks
- Include a welcome sign on the new staff member’s door or workstation
- Add new staff members to appropriate email lists and calendaring systems
- Create a first-week schedule for new employees. The schedule should include a balance of learning key job functions and building relationships with you and their colleagues. Consider including some or all of the following:
 - One-on-one or small group meetings with other team members. During these meetings, team members might describe their work and how it integrates with the work the new team member does

- ❑ One-on-one meetings with you to discuss the mission, vision, and values of the department and how they connect to the new hires. Additionally discuss key deliverables of the job and performance expectations
- ❑ Designated time for the new employee to complete required new hire training and paperwork
- ❑ Tour of campus or larger work environment