



12+ WAYS TO HELP NEW EMPLOYEES FEEL WELCOMED AND INCLUDED

A 90-minute Webinar

WHY IS IT SO IMPORTANT FOR OUR EMPLOYEES TO FEEL WELCOMED AND INCLUDED?

1. Consider _____ with your new employees before they actually report to work.

2. Make sure you have a plan for the _____.
 - Assign a _____.
 - Make learning about your organization fun; consider _____ to engage them in the learning process.

 - Hold a “_____” party the first day.

3. Set up their _____ **before** they arrive. What will they need?

4. Make sure their _____ will be there the first day to greet them.

5. Introduce them to _____, too.

6. Be sure the person training the new employee has ample _____, _____, and a _____.
 7. Schedule a _____ date within the first week or two to answer any questions and address any concerns.
 8. Make it obvious that you (or their direct supervisor) will be _____ at any time to answer questions.
 9. Have something _____ lined up for them to do as soon as "basic training" is complete.
 10. Don't bombard them with every aspect of _____ and _____ the very first day.
 11. Consider having new employees report to work on one of your _____ days.
 12. Keep your _____ relatively low the first week or so.
 13. Make a list of _____ :

 14. Introduce them to and ON your _____.
 15. Give them some library _____.
 16. Have a _____ period at the end of the first day.
 17. Try to have processes and procedures _____.
 18. Have some _____ with the new employee the first day.
 19. _____ after 30 days.
 20. Provide early access to your _____ and/or _____.
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21. _____ the new employee's workspace.
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22. Include your library's _____ when setting up the workspace.
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23. Prepare a welcome _____ in advance.
24. Create a _____ of co-workers.
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25. Design a _____ welcome note.
26. Consider putting your welcome plan _____.
27. _____, "What could we have done to make you feel more welcome?"
28. Consider sending the _____ early, so the new employee is prepared to ask questions the first day.
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What have you found helpful when you've begun a new job?

What will you now do differently to make your new employees feel welcomed and included?
