

Helpful Hints Checklist

The purpose of welcoming and team building activities is to create a sense of belonging for the new employee. Below are a few ideas to welcome and acclimate your new employee to the team and workplace, please select items that fit with your office culture.

Done	Ideas to Welcome and Acclimate Your New Employee
<input type="checkbox"/>	Send an e-mail to all staff to introduce the new employee and orient them to his/her professional background
<input type="checkbox"/>	Develop a schedule for the new employee's first week
<input type="checkbox"/>	Provide small tasks for the employee to do starting on day 1 so the new employee can make a contribution right away
<input type="checkbox"/>	Make the employee's desk on the first day feel like home: <ul style="list-style-type: none"> ▪ Hand written welcome note ▪ Decorate the new employee's office or cubicle ▪ Fresh flowers ▪ Welcome sign ▪ Snacks ▪ Welcome card signed by all employees ▪ Coffee shop gift card
<input type="checkbox"/>	Encourage ice breaker activities that will enable the new employee to meet and mutually learn something about their new coworker(s) <ul style="list-style-type: none"> ▪ New Employee Bingo ▪ Getting To Know Your Coworkers Bingo ▪ Ice Breakers
<input type="checkbox"/>	Treat the new employee to lunch on the first day
<input type="checkbox"/>	Encourage staff members to offer to go to lunch with the new employee
<input type="checkbox"/>	Do an end-of-day follow-up during the first week
<input type="checkbox"/>	Have an office potluck during the employee's first week
<input type="checkbox"/>	Ask the new employee about their hobbies and interests and connect the employee with others with similar interests
<input type="checkbox"/>	Inform the new employee about any extracurricular activities (softball/bowling team, book club, non-profit agency support, etc.)
<input type="checkbox"/>	Schedule an offsite activity and encourage staff to bring family
<input type="checkbox"/>	Encourage team building exercises to develop a sense of belonging <ul style="list-style-type: none"> ▪ Tell Your Story with a Picture ▪ Marooned ▪ Survival: A Simulation Game ▪ What Is in Your Wallet