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.

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| Done | Ideas to Welcome and Acclimate Your New Employee |
|  | Send an e-mail to all staff to introduce the new employee and orient them to his/her professional background |
|  | Develop a schedule for the new employee’s first week |
|  | Provide small tasks for the employee to do starting on day 1 so the new employee can make a contribution right away |
|  | Make the employee’s desk on the first day feel like home:   * 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 |
|  | Encourage ice breaker activities that will enable the new employee to meet and mutually learn something about their new coworker(s)   * New Employee Bingo * Getting To Know Your Coworkers Bingo * Ice Breakers |
|  | Treat the new employee to lunch on the first day |
|  | Encourage staff members to offer to go to lunch with the new employee |
|  | Do an end-of-day follow-up during the first week |
|  | Have an office potluck during the employee’s first week |
|  | Ask the new employee about their hobbies and interests and connect the employee with others with similar interests |
|  | Inform the new employee about any extracurricular activities (softball/bowling team, book club, non-profit agency support, etc.) |
|  | Schedule an offsite activity and encourage staff to bring family |
|  | Encourage team building exercises to develop a sense of belonging   * Tell Your Story with a Picture * Marooned * Survival: A Simulation Game * What Is in Your Wallet |