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
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|[ ]  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
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|[ ]  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
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