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Previously known as Management & Supervisory Notes

Welcome to the Neighborhood

Being new is no fun! We've all had new job jitters. A warm welcome can go a long way to ease the transition for a new employee. Supervisors should strive to create a comfortable, welcoming environment and try not to overwhelm the employee.

Listed below are some suggestions to make a new hire feel welcome:

- **Team:** Let the rest of the staff know that a new employee is starting, and what the person's job will be. Encourage their support and ask them to welcome the new employee. On an ongoing basis, strive to create a team spirit and positive working relationships to increase cooperation.
- **Buddy:** If possible, identify a staff member to act as a buddy for the first week.
- **Work Area:** Check the employee's work area ahead of time to ensure all needed supplies and equipment are in place. Contact BTS well in advance to set up computer and phone access.
- **First Day Tour & Introductions:** Set aside time to meet with the employee on their first day at work. Review the plans for the day and the week ahead. Show the employee the assigned work area including restrooms, break areas, parking, the location of electronic and paper files, office supplies and photocopier. Introduce them to other staff members. If applicable, provide keys, radio, parking decal or whatever items are required.
- **Expectations:** Review the employee's position description and performance standards.

- **Schedule:** Talk about the arrival time, departure time, lunch and breaks. Discuss the process for notification of illness or late arrival.
- **Leave Time:** Explain the leave request process, timecards, FMLA, overtime or compensation time, and unscheduled leave.
- **Policies:** Help the employee feel confident and informed by building a foundation of knowledge about departmental policies and procedures. This may include dress code, work schedule, telephone, email, Internet use, mission, goals, customer service philosophy, confidentiality and ethics.
- **Ongoing FACE Conversations:** Frequently talk with the employee about performance expectations, career goals, and training needs. If there are any problems or concerns, address them.

The time you spend planning for the new person's first days and weeks on the job will build long term trust, cooperation and motivation.

Resources for New Employees

Note: Some are internal links which function only from a work computer.

- [What We Offer](#)
- [New Employee Departmental Orientation Checklist](#)
- [OPUS New Employee Checklist and Reference](#)
- [Request for OPUS Access](#)