Before (insert name) arrives

* Please reach out to (insert name) via email tomorrow (date) to let (insert name) know that we are looking forward to seeing them on Monday.
* Remind the team that (insert name) is starting.  Share some info about (insert name) and what he/she will be doing on the team with them.
* Please assign someone from the team to be (insert name)’s “buddy.”.  They can take (insert name) on a tour, help (insert name) set up their printer, show (insert name) where to fill up their water bottle, etc.  It should be someone relatively senior and who has been here for a bit, so that they know the ropes.
* Assign someone from the team to clear off (insert name)’s desk and make sure she/he has basic office supplies.  (A notepad, post-its, pens, etc.)  A welcome note from one of you or signed by the team is a nice touch.
* Please make arrangements to take (insert name) to lunch on his first day.  (Please note that the meal can be expensed.)
* Have a schedule for his/her first day and let (insert name) know up front what he’ll be doing.
* Send out an email welcoming (insert name) to the team (and copy (insert name) on it).  You can share fun facts about (insert name) (favorite food, etc.) and talk about where he/she is coming from and what he/she will be doing.

On his/her first day

* (insert name) will ask for me when he arrives at Reception.  We don’t have a formal orientation scheduled for this Monday, so I will be taking (insert name) and another new hire to get their badges.  We’ll then walk them through the orientation one-on-one.
* I will bring (insert name) over to you around 11:00 am.  Please let me know where I should take (insert name), and let’s ensure that you are on hand to greet him/her.  Please have the team ready to greet (insert name) as well, or walk (insert name) around to each person and introduce them.
* IT will reach out to (insert name) to schedule time to walk (insert name) through his/her computer set up at some time on Monday (they can schedule around other meetings for which you may need (insert name)).  It’ll be (IT Manager) himself or one of his leads.
* On his first day, please walk (insert name) around the department.  Please (re)introduce (insert name) to (execs, team leads) etc, as needed.

In his/her first week

* Please set aside time to meet with (insert name) one-on-one.  Walk (insert name) through org charts and talk about process (share process docs if you have them).
* Arrange to introduce (insert name) to clients (as appropriate).
* Walk (insert name) over to meet other discipline leads; make sure he knows where they sit and how he will engage with them.
* Talk to (insert name) about what you expect from (insert name).  Make it clear what his role is, who he will supervise, and what he is responsible for.
* A new hire’s sense of belonging will play a major role in their ability to assimilate and be effective.  Talk to (insert name) about your experiences in joining this team, and what you do to connect with people.
* Think about the team mission, and the things that are important to you. Share what they are, and invite him/her to do the same. You can try a “Treat Me Well” list, where (insert name) tells you about their preferences, and you share your own. It can be something like, “Let me get my first cup of coffee going before you ask me questions,” or something more intrinsic and connected to the work.

In his/her first month—and beyond

* Please check in with (insert name) at least once a week to find out how he/she is doing (not just doing project status or asking questions about work).  Ask (insert name) if he/she needs anything or has any questions. Ask him/her, “How do you think it is going so far?” and “What’s been the biggest surprise in your experience at RPA?” Listen hard to his/her answers, and pay attention to body language and other social cues. You may need to probe a bit if answers are things like “Great!” or “So far, so good,” so ask follow up questions as needed.
* If something he/she is doing isn’t working for you, tell (insert name) right away (but in private).  Explain to (insert name) why you’d like him/her to take a different approach.
* I will send you a reminder to engage with (insert name) at the one-month mark.  This should be a more formal version of the check-in—again, asking how things are going and whether there is anything he/she needs.
* Fostering that sense of belonging is, again, critical.  Make it a point to observe how he/she is integrating into the team, and take some active steps to engage the entire team – try a team lunch, bowling outing, or something even more creative!