Welcoming a New Team Member

When a new employee joins your team, it is a good time to reflect on ways you can promote high performance and shape the culture of your department. Consider the recommendations below as a part of onboarding a new member of your team.

- **Listen to your employees.** They have valuable insight into your workplace and into the solutions to challenges you face. Ask what ideas they have for onboarding the new employee. Find out what they think a new person "must learn or know."

- **Act consistently.** Apply the same standards of performance and conduct to all of your employees and avoid favoritism. As you bring in a new person, it may be helpful to interact more frequently with them due to their learning curve. Just be sure to provide feedback and recognition to all team members and encourage them to give it to one another.

- **Treat employees with respect.** Your employees will treat you as you treat them. People thrive in a workplace where they feel respected and treated fairly. In addition, employees who should be counseled or disciplined will take the bad news about their performance much better if they think you have treated them fairly throughout the process.

- **Make job-related decisions.** Always be guided by criteria related to the job and the employee's ability to do the job, not by an employee's characteristics (e.g., race, gender, age, etc.), personal activities, or your intuition which may be influenced by unconscious bias. When a new person joins it is important to review the job description carefully with him/her. It is also valuable to explain the new employee's role and responsibilities to the entire team so they understand job duties.

- **Follow your own policies.** Why should your employees follow the rules if you are willing to bend them yourself when you see fit? Make sure new employees know which policies are important for their job.

Supervisor's To Do List Before Welcoming a New Employee

- ☐ Set up computer, appropriate system access, phone, etc.
- ☐ Prepare an agenda/schedule for the new employee's first day(s) or first weeks.
- ☐ Send an email announcing the new employee's arrival to all appropriate individuals.
- ☐ Update any relevant team documents.
- ☐ Schedule some uninterrupted time with your new employee and be sure to review their job description.
- ☐ Make sure your new employee has completed their I-9 and other required benefits and/or payroll paperwork.
- ☐ Schedule several checkpoints to discuss performance (e.g., 30 day, 90 day, 120 day).
- ☐ Arrange a tour of the building, office area, and campus.
- ☐ Introduce team members, department and/or division management, and co-workers.