

9 SIMPLE THINGS TO DO TO PREPARE FOR A NEW TEAM MEMBER'S ARRIVAL

Making a new employee feel welcomed from day one means preparing for their arrival.

2 WEEKS BEFORE

Give yourself enough time to make sure that everything is ready for his first day

A WELCOMING SPACE

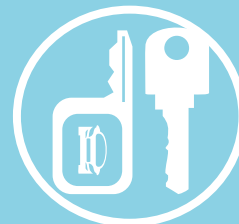


A permanent space- desk/ cubicle

(Clean & stocked with necessary stationary)



A comfy chair



An office key/ access



A welcome gift

READY ACCESS & TECHNOLOGY



Landline and extension number



Working laptop with all necessary softwares



A working email

KNOWING WHAT TO DO



A training schedule



A work plan

Preparing makes sure that your new hire is productive and part of the team from DAY ONE!