



**CHEMISTRY
STAFFING**

10 WAYS

TO PREPARE FOR A NEW STAFF
MEMBER'S FIRST DAY

[CHEMISTRYSTAFFING.COM](https://chemistrystaffing.com)

HOW TO TURN THEIR FIRST DAY FROM ANXIETY INTO GENUINE EXCITEMENT

With a little preparation, you can turn a new staff member's first day from one of anxiety into one of genuine excitement. Here are 10 onboarding tips to ensure a smooth transition onto your team. While all of these tips may not apply to every context, be creative and remember that the thought and planning that goes into the first days makes a strong first impression and helps set the culture from the start.

Don't know where to begin? We've put together 10 ideas to prepare for your new employee's first day at work.

SCHEDULE BOOKEND MEETINGS FOR THE FIRST DAY

Plan a 30-minute welcome check-in and a 30-minute end-of-the-day debrief on the first day. Also, at the end of the week, be sure to give the new hire a chance to ask any outstanding questions they may have. The first day can be overwhelming, but touching base with them continuously will make them feel supported and acclimated.

PREPARE THEIR SPACE

On the employee's first day, make sure someone is waiting to greet them at the door. Also, ensure that their space is ready for them, including preparing their:

- Computer
- Phone
- Email & network access
- Office supplies
- Some sort of welcome accessory (swag is always nice!)

This step shows the employee that he or she is a priority and a valued member of the organization. It also helps solve a lot of logistical issues right away so their first day can be meaningful, relational and productive.

SEND A FIRST-DAY WELCOME ANNOUNCEMENT TO THE TEAM/CHURCH

Before the employee's arrival, send a welcome announcement to the rest of the team. The announcement should include some basic information about them:

- Name
- Title
- Team they'll be working on
- Personal information, such as favorite hobbies or foods (consider a family photo)

Employees or church members can then easily see if they have anything in common, like a shared interest or experience that can help break the ice.

Hi Team,

I'm happy to let you know that Nick Dalgardno will be joining our team as [TITLE] on March 1. We are excited that he will be bringing his leadership and experience to our community.

Nick has worked [list previous experiences].

In his spare time, Nick is a dad who loves cooking and trying out new recipes. He is also a big fan of traveling, both near and far, looking for new experiences. Nick loves coffee, good books, and DIY projects around the house and in the coming days I'm sure we'll discover more about his hobbies and interests.

Please join us for lunch on March 2 at 12 p.m. to help us welcome Nick.

Eugene Lee
Director of HR



PREPARE A WELCOME KIT

Everyone loves receiving gifts, so consider giving the new hire a little something to say welcome, including:

- Church swag like t-shirts or coffee mugs.
- Office equipment like pens or notebooks.
- A map that shows the best lunch spots around the office.

PLAN A WELCOME LUNCH

Having a planned welcome lunch is a great way to make a new employee feel welcome on the first day. Keep this lunch dedicated to informal small talk and not work details. A few ideas include:

- Host a catered lunch or a potluck in which everyone contributes a dish.
- Take the team to a favorite local eatery.

Events like these can give your new and current employees a chance to get to know each other in a more open, casual environment to build strong relationships and channels for collaboration.

PROVIDE A STAFF DIRECTORY

Giving your employee a directory of the staff will help them get familiar with their coworkers and make them feel more comfortable introducing themselves. An online, up-to-date directory is a convenient option. This will also help direct their questions to the right people.

SIMPLIFY FIRST-DAY PAPERWORK

First-day formalities can often be tedious, especially when dealing with a mountain of onboarding paperwork. Instead of wasting valuable time filling out form after form, consider having your employee sign their paperwork electronically (e.g., DocuSign, HelloSign). This not only saves time but keeps all necessary documents safe in one place for future use. Have your new employee fill these out electronically on their first day – or better yet, have them do it before their start date!



OFFER AN ASSIMILATION EXERCISE

An assimilation exercise helps shorten “startup” time and avoids potential problems/conflicts due to a lack of understanding about mutual expectations. These opportunities can help someone to “get to know” their new team members in a very short amount of time (hours instead of months) and begin to build the basis for a longer-term working relationship with others. It also helps to lay the foundation, very early on, for open communications, work planning and problem-solving between the manager and their direct reports (recipe for success).

ASSIGN A BUDDY OR A MENTOR

On your new staff member's first day, set them up with a buddy or mentor; this can help them feel more comfortable and encourage them to ask questions before they begin to build their own natural connections. These can be bigger questions like, "how do I complete this task?" or smaller items like, "where's the best place to get lunch?" A mentor can help the employee assimilate into the culture at a much faster rate.

SHOW YOUR ENTHUSIASM

Make sure you're enthusiastic about your new hire. You want them to know that you're looking forward to working with them. Even on an employee's first day, there are ample ways to show your excitement, whether it means using any of these tips or building a new first-day employee ritual unique to your company and culture.

10 WAYS CHECKLIST

- | | |
|---|---|
| <input type="checkbox"/> Schedule bookend meetings for the first day | <input type="checkbox"/> Provide a staff directory |
| <input type="checkbox"/> Prepare their space | <input type="checkbox"/> Simplify first-day paperwork |
| <input type="checkbox"/> Send a first-day welcome announcement to the team/church | <input type="checkbox"/> Offer an assimilation exercise |
| <input type="checkbox"/> Prepare a welcome kit | <input type="checkbox"/> Assign a mentor |
| <input type="checkbox"/> Plan a welcome lunch | <input type="checkbox"/> Show your enthusiasm |

II

**WITH A LITTLE
PREPARATION, YOU CAN
TURN A NEW STAFF
MEMBER'S FIRST DAY
FROM ONE OF ANXIETY
INTO ONE OF GENUINE
EXCITEMENT.**



NICK DALGARDNO

WE CAN HELP

At Chemistry Staffing, a healthy church staff is our ultimate goal. We'd love to walk alongside you as you think through your strategy, staffing, and onboarding challenges.

This link will help you find a time for a free consultation with one of our church coaches.

Let's Talk

