

# Onboarding Well

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## Week 1: Building the relationship

Start strong in building the relationship with a great first week.

Done?	To-dos:
	<p>Create a plan for your new hire that identifies:</p> <ul style="list-style-type: none"><li>• Meetings to attend</li><li>• A tour of facilities and the name/role of who will provide this</li><li>• Meet/tour with a customer</li><li>• Tasks that need to be completed, such as set up email, fill in calendar with meetings, log in to systems, go through training on basics</li><li>• A 30 to 60-minute conversation with <u>your</u> leader</li><li>• Time with HR to complete paperwork, tour, etc.</li><li>• Contact list and/or scheduled time with IT support</li></ul>
	<p>Welcome emails:</p> <p>Send an email to key people announcing the start date and copying the new hire in so people can reply with a welcome; outline some basic expectations around “you will be contacted in the next week for some one-on-one time” so that people will make time for them</p>
	<p>Activate your lunch plan:</p> <ul style="list-style-type: none"><li>• You take them to lunch on day 1</li><li>• Lunch with their team (if they have direct reports)</li><li>• Lunches with a peer all the other days of the first week that are available</li></ul>
	<p>Meeting direct reports:</p> <p>If they lead people, schedule one-on-one time with each person with the goals to:</p> <ul style="list-style-type: none"><li>• Get to know each other</li><li>• Have some coaching/support around the key systems they use</li><li>• Gain an understanding of the team’s current meeting rhythms</li></ul>
	<p>Check in:</p> <ul style="list-style-type: none"><li>• Be sure to check in each morning and evening to make sure any plans you have set are on track (or delegate this if you are traveling)</li><li>• At the end of the week, give them a blank or electronic copy of the Team Member Fact Sheet to complete for your meeting next week (<a href="#">download here</a>)</li></ul>