
Tool 10-1**Famous Fictional Friends and Families**

- ◆ Peter Pan, Wendy, Tinkerbell, Captain Hook, Crocodile
 - ◆ Robin Hood, Maid Marian, Friar Tuck, the Sheriff of Nottingham, Little John
 - ◆ Superman, Clark Kent, Lois Lane, Jimmy Olsen, Perry White
 - ◆ Hawkeye, Trapper John, Hot Lips, Radar, Klinger
 - ◆ Han Solo, Princess Leia, Darth Vader, R2D2, Luke Skywalker
 - ◆ Cowardly Lion, Tin Man, Dorothy, Toto, Scarecrow
 - ◆ Alice, Cheshire Cat, Queen of Hearts, Mad Hatter, White Rabbit
 - ◆ Mickey Mouse, Minnie Mouse, Pluto, Donald Duck, Goofy
 - ◆ Charlie Brown, Linus, Lucy, Snoopy, Odie
 - ◆ Winnie the Pooh, Tigger, Piglet, Eeyore, Roo
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Tool 10-2

Orientation Bingo! Sample Game Sheet

LEAD	Safety First	Employer of Choice
Sense of Community	Serve Each Other	PRIDE
Invest in Your Future	Team Focused	WOW the Customer

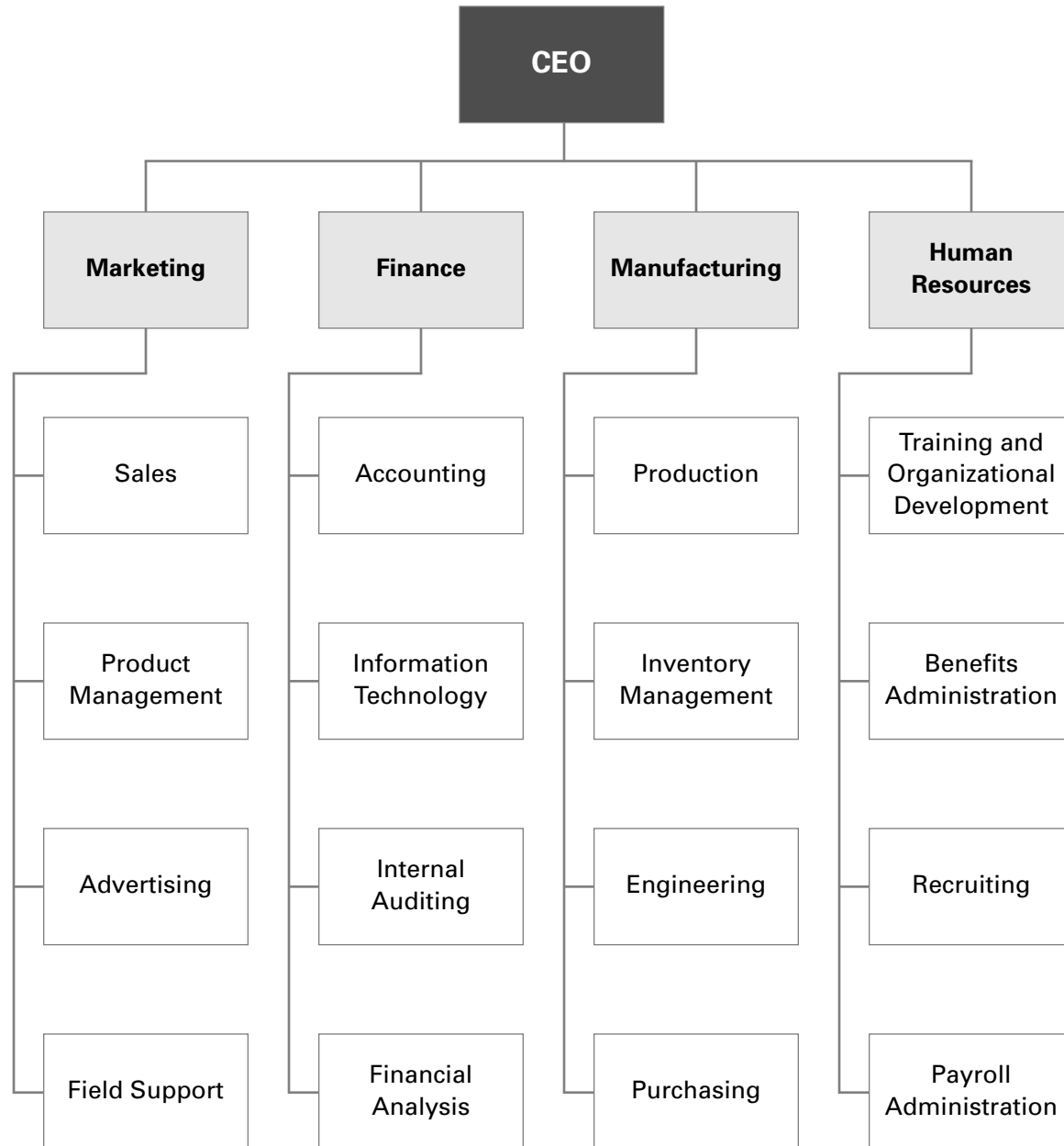
Tool 10-3**Orientation Bingo! Sample Key Words and Concepts**

The following are key words and phrases associated with our organization and its culture. We want you to become familiar with these terms and make them a part of your daily life here at [company name].

Employer of Choice	=	How we want to be viewed in the marketplace
Invest in Your Future	=	The organization's pension plan
LEAD	=	Our management development program
PRIDE	=	The name of our quality program
Safety First	=	A core value of this organization
Sense of Community	=	A core value of this organization
Serve Each Other	=	Our philosophy of internal service
Team Focused	=	A core value of this organization
WOW the Customer	=	Our customer service reward program

Tool 10-4

Sample Organization Chart



Tool 10-5

Sample Cards

Marketing

Finance

Manufacturing

Human Resources

Sales

Accounting

Sample Cards

Production

**Training and
Organizational
Development**

**Product
Management**

**Information
Technology**

**Inventory
Management**

**Benefits
Administration**

Tool 10-5, continued

Sample Cards

Advertising

Internal Auditing

Engineering

Recruiting

Field Support

Financial Analysis

Tool 10-5, continued

Sample Cards

Purchasing

**Payroll
Administration**

Tool 10-6**Sample Scavenger Hunt Memo**

To: All Personnel

From: [New Employee Orientation Administrator]

Date:

Subject: New Employee Orientation Program on [date]

We will be conducting a new employee orientation program for workers who have recently joined our organization. During this two-day [or one-day] program, the new employees will have an opportunity to explore the organization, locate items, and find key pieces of information that will help them become more comfortable in their new environment. This activity, called an "Organizational Scavenger Hunt," will take place at [time] on [date] and will last approximately [?] minutes.

Some of the participants may approach you for requested pieces of information or sample items. Please respond to their requests with enthusiasm and courtesy. We really want to make them feel welcome.

Thank you for your cooperation and support.

Tool 10-7

Agree/Disagree Cards

A

D

A

D

A

D

Tool 11-1**Sample Welcome Letter**

Dear _____ :

Welcome to [name of organization]! We are so excited that you have decided to join our team as a [job title] in the [department/branch, and so forth]. Your skills and experience in [specifically mention] are just what we are looking for to enhance our operation in the [mention function] area.

We look forward to your arrival on [date and time] at our [location]. Please report to the security area and ask for [name of supervisor or human resources representative].

To help you prepare for your first day, I have enclosed the following information for your review:

- ◆ your job description
- ◆ our annual report
- ◆ descriptions of our products and services
- ◆ overview of our benefits package
- ◆ building layout.

I also have enclosed several forms to complete and return before your first day. The completed forms will enable us to process the paperwork and have all the appropriate credentials, such as your identification badge, parking permit, and security codes, ready for you when you arrive.

In the meantime, if you have any questions, you may contact me at [phone number] or your supervisor [name] at [phone number].

We're pleased you have accepted our offer, and we look forward to a long, productive, and rewarding employment relationship.

Sincerely,

Tool 11-2

Sample Memo to the New Employee's Co-workers

To: [Department] Team Members

From: [Name of Manager/Supervisor]

Date:

Subject: New Team Member

I am pleased to announce that [new employee's name] will be joining our team as a [job title/responsibility]. [Employee's name] comes to us with many years of experience in the areas of [provide some details].

[New employee's name]'s first day will be [date]. I have asked [name of co-worker] to be [new employee's name]'s buddy. Although [name of co-worker] officially will be responsible for guiding our newest team member through [his/her] first few days, I am asking that each of you make it a point to welcome [new employee's name] to our group.

Thank you for helping make [new employee's name]'s transition a smooth and pleasant experience.

Tool 11-3

Tasks to Do Before the New Employee's First Day

Instructions: Place a checkmark in the box adjacent to each task when it is completed.

- Call the new employee and welcome him or her to the team.
 - Send a memo to staff informing them of the new employee's arrival.
 - Prepare the new employee's work area.
 - Create a checklist of activities for the new employee's first day.
 - Create a checklist of information to communicate to the new worker during his or her first day.
 - Create a checklist of activities to complete during the new employee's first week on the job.
 - Assign a staff member to serve as a mentor or buddy to the new employee.
 - Meet with the assigned mentor to discuss your expectations of his or her interaction with the new employee.
 - Schedule time to spend with the new worker on his or her first day and throughout the first week.
 - _____
 - _____
-

Tool 11-4

Materials to Send Before the New Employee's First Day

Instructions: Place a checkmark in the box adjacent to each item that is sent.

- Confirmation/welcome letter
 - Job description
 - Starting salary and other compensation details
 - Start date
 - First-day reporting process (where, when, to whom)
 - Location map and directions
 - Organization's annual report
 - Brochures describing the organization's products and services
 - Copy of the employee newsletter
 - Organizational chart
 - Benefit plan information
 - Parking information and sticker
 - Supervisor's name, location, and telephone number
 - Forms to be completed
 - Request for any required documents (proof of citizenship, driver's license, and so forth)
 - _____
 - _____
-

Tool 11-5

Preparation of the New Employee's Work Area Checklist

Instructions: Place a checkmark in the box adjacent to each item provided in the work area.

- Desk/work area
 - Password for access to computer system
 - Telephone
 - Computer
 - Identification badge
 - Organization telephone directory
 - Supplies
 - Safety equipment
 - Uniform
 - Keys, locker assignment, and so forth
 - Parking sticker
 - Job description
 - Name plate
 - Business cards
 - _____
 - _____
-

Tool 11-6

Activities for the New Employee's First Day

Instructions: Place a checkmark in the box adjacent to each activity completed.

- Personally greet the new employee.
 - Introduce the new employee to co-workers.
 - Conduct a tour of the building and work site.
 - Assign a buddy or mentor.
 - Provide an overview of the department and its relationship to the rest of the organization.
 - Review job description, responsibilities, and work schedule.
 - Have the employee complete required forms.
 - Orient the employee to his or her desk or work station.
 - Review organization and departmental policies and procedures (refer to the employee handbook).
 - Accompany the employee on breaks.
 - Take the employee to lunch.
 - Give the employee supplies, equipment, keys, uniform, and so forth.
 - Give the employee company identification.
 - Give the employee a parking permit and information.
 - Show the employee how to operate various pieces of equipment.
 - Show the employee how to complete a time card.
 - Provide a list of key terms used in the department and organization.
 - Meet with the employee at day's end to answer questions, review important information, give encouragement, and reinforce how happy everyone is to have him or her on the team.
 - _____
 - _____
-

Tool 11-7

Information to Communicate During the New Employee's First Day

Instructions: Place a checkmark in the box adjacent to each item when it has been explained to the new worker.

- Complete required employment forms
 - Identification badge
 - Location of restroom
 - Location of break room or rest area
 - Location of smoking area
 - Operation of telephone
 - How to send and receive email
 - Location and operation of copier
 - Location and operation of fax machine
 - Location and operation of fire extinguishers
 - First aid station
 - Emergency exits and procedures
 - Mail room location
 - Mail procedures
 - Time clock
 - Worker's hours
 - File locations, file retrieval procedures, filing scheme, and so forth
 - Supply room
 - Storage locations
 - Employee lunch room or cafeteria
 - Lockers
 - Conference rooms
 - _____
 - _____
-

Tool 11-8

Suggested First-Day Work-Related Assignments

Instructions: Place a checkmark in the box adjacent to the tasks assigned and completed on the employee's first day.

- Review files and projects from predecessor.
 - Review organization and product information.
 - Practice using various equipment.
 - Set up work area with supplies, filing system, and so forth.
 - Set up meetings with key people—those with whom the new employee must interact regularly.
 - Review procedures manuals.
 - Work on a process, procedure, or task related to the job.
 - Observe a co-worker operating in a similar position or with similar responsibilities.
 - Complete necessary forms and paperwork.
 - Accurately complete a time card.
 - Answer the telephone according to department or organization standards.
 - Log onto the email/intranet system.
 - _____
 - _____
-

Tool 11-10**Sample Memo to New Employees**

To: [New Employee's Name]
From: [Name], Program Facilitator
Date:
Subject: New Employee Orientation, [Date]

I invite you to attend a New Employee Orientation Program to be held [in/at location] on [date(s)] from [starting time] to [closing time].

We know that learning a new job and adjusting to a totally new organization can be challenging and sometimes overwhelming. With that in mind, we developed this program to help you and your fellow new team members feel more comfortable in your new environment.

The program has been designed to be enlightening, enriching, and entertaining. During this fast-paced, high-energy session, you will have several opportunities to

- ◆ become more knowledgeable about our organization and its rich history
- ◆ meet new colleagues and team members
- ◆ be introduced to key people within our organization
- ◆ learn about the policies and procedures that determine how we operate
- ◆ identify where to go for information or answers to questions
- ◆ become more familiar with organization and industry terminology
- ◆ gain information about key areas of the organization
- ◆ identify the tangible and intangible benefits of working here
- ◆ develop a sense of being a part of the team
- ◆ have fun!

Please confirm your attendance by [state who to contact, how, and by what date]. We look forward to seeing you!

Tool 11-11**Sample Memo to Guest Presenters and Facilitators**

To: [Name of Presenter or Facilitator]
From: [Name], Program Administrator
Date:
Subject: New Employee Orientation Session, [Date]

Once again, thank you for agreeing to participate in our New Employee Orientation Program. Your contribution is what has made this program such a success.

To help you prepare for your segment of the program, I have included a complete facilitator's information kit with the following items:

- ◆ memo to participants
- ◆ detailed agenda and timelines
- ◆ facilitator guidelines
- ◆ list of new employees attending the session.

Please attend a facilitators' briefing session on [date, a week before session] in [meeting location] at [time]. We will review the program design and answer any questions or concerns you may have about your role and responsibilities in this exciting program.

Tool 11-12**90-Day Follow-up Survey**

Instructions: To determine the true success of the new employee orientation program in meeting your needs, we are asking you to complete this follow-up survey. Your answers will help us assess the effectiveness of the program and identify ways in which we can make it more beneficial to those who attend in the future. We value your feedback and encourage you to be honest and frank.

1. Please put a checkmark in the appropriate box to evaluate the following areas covered in the orientation program in terms of their usefulness to you as a new employee of this organization. To refresh your memory of the specific program content, please refer to your participant workbook.

TOPIC	OF LITTLE HELP	SOMEWHAT HELPFUL	DEFINITELY HELPFUL	OF GREAT HELP
___ Organization history/culture	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
___ Organization mission, vision, values, goals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
___ Organization structure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
___ Compensation and benefits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
___ Policies and procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
___ Employee programs, services, resources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
___ Terminology	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
___ Products and services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Now, on the lines to the left of the topics above, put an "M" next to the topic you found most helpful and an "L" next to the topic you found least helpful.

2. How has the information you acquired in the program helped you adjust to your new job and new environment? Be specific.
3. What were the *two* most important benefits that you received from the program?
4. What do you still want or need to know more about?

Additional comments:
