

## Onboarding Ideas

- “We give employees a BINGO lunch card for them to use to set up lunches with the lateral attorneys and partners during their first three months at our law firm.”
- “Every new hire is given the training and resources to learn our own Company software application within their first week, and by the end of their first week, they are asked to create a personal bio within the application and distribute to the organization. This serves a dual purpose: 1) Gets them integrated into the product and 2) Allows existing employees to get to know their new co-worker.”
- “We do a half-day orientation where each department comes and presents about their department, and why the new hires should care about what their department does, and how it affects the entire company.”
- “We send a welcome gift package to new employees which includes local gifts from the corporate office (items unique to the Kansas City metro area), and a handwritten welcome card signed by senior management.” We have a very complete Procedure Manual that is the ‘roadmap’ for the new hire, no matter their role. Clearly different elements are more of a priority depending upon responsibilities, but the new hire typically covers everything with a guide. The ‘guide’ varies from the operations manager to the two business owners.
- “Project Ourcompanyway mirrors the show *Project Runway*. New employees get a mannequin, clothes, and cards to display work-appropriate and inappropriate outfits, including jeans days. It really allows the employees to have fun, while also learning about appropriate dress code.”
- “We have a list of 15-20 nontraditional questions that we ask each new employee to answer about themselves. We have an online blog called ‘The Talk’ and feature those responses in the blog so our team learns unique tidbits about the new employee.”
- “A construction firm for which I consult has new hires wear brightly colored hard hats during their first 30 days of employment, so everyone knows that they are new to the company, and they can welcome them to the team!”
- We have a program called ‘Passport to Success’ that involves our new hires going through a series of activities every two weeks that are meant to help them engage other employees in the organization (to learn more about their dept.) ... and then a series of quizzes to help them learn our past, present, and future.
- “We send a welcome gift package to new employees which includes local gifts from the corporate office (items unique to the Kansas City metro area), and a handwritten welcome card signed by senior management.”
- When you first walk in, we have a wall with a world map plastered to it — we did a survey to find out where employees have studied/lived/traveled and put pins with their name in that country. When we hire someone new, they add their pins.

## Onboarding Ideas

- “On a colleague’s first day, we welcome them with pastries for the entire office or branch so they feel welcomed and everyone else feels included. There is a lunch also on the first day for the branch or department. At the corporate office, the supervisor takes them on a formal tour of the office and introduces them to everyone. Corporate office colleagues also spend at least 1/2-day at a local property so they can learn what those colleagues do on a daily basis (the core of our operations) and see them in action with our residents and prospects, who are the ultimate customers we serve.”
- “All our new hires watch a video clip from our chairman emeritus that covers the history of our organization. Additionally, new employees have a meeting to get acquainted with our chairman ... he learns about them and he talks about our culture.”
- “We use gamification on products, services, and policies and procedures.”
- “We offer on-demand orientation to ensure new associates are introduced to the company’s culture, history, and policies on or near their first day with the company; the department director takes the new associate to lunch their first day, employees are introduced to entire company during our Friday staff meeting.”
- “We make sure that new team members are tied to a person who is their ‘go-to’ resource as they start in their role. Not so much a mentor, but someone who knows the new employee’s role and does it well.”