

New Staff Hire

- Welcome by HR on first day
- Take new staff for a tour of office
- Introduce new staff to the rest of the staff team
- Have a meet-and-greet breakfast of bagels or donuts on the first day
- Go through financial, healthcare and benefit paperwork
- Have his or her team take the new staff member to lunch on second day
- Assign a mentor who can answer questions and provide coaching
- Mentor meets with new staff once a week/month for 3 months for coffee or lunch
- Invite new staff to any pertinent meetings throughout the week
- New staff to meet with manager to discuss expectations and goals for the first 30, 60 and 90 days
- New staff to go through class(es) to educate him or her about the staff culture and church history