## **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