

New Employee Integration Plan

Topic : INTRO with Manager (Welcome)

Please be sure to cover the following items when presenting your topic:

- ◆ The Mentor will greet each new employee and show him/her to their desk. They'll indicate where they may store their personal belongings, coats, lunch, etc. The Mentor will escort the new associate to your office by 8:40am.
- ** This time, you will greet them; the Mentor has been invited to join you, too. When you're done, either take them to their mentor or have the mentor escort them to their desk.*

8:30am

- ◆ Review Integration Plan – brief explanation about the week ahead emphasizing the learning opportunity culminating in the Self Assessment. Touch on the importance of this week.
 - ↳ Most articles are now emailed to new folks throughout their first month.
 - ↳ Highlight our need to honor our commitment to **TIME**. As usual, these days are *full*—keeping our time commitments allows everything to go smoothly. Help the employee to understand what “honoring commitments” means and ask them to make this commitment.
- ◆ Review Self Assessment (found in the Welcome Binder, Welcome Section).
- ◆ Review Integration Binder – brief explanation of each section. Pull out the organizational chart and seating map for when they are taken around the office.
- ◆ Reinforce the concept of a **Mentor**:
 - ◆ A peer who will be looking out for you and available to assist you through the next 3 weeks or so; to make the transition into Gallagher smoother.
 - ◆ There will be dedicated time during Integration for the two of you to get together.