



# Best Practices for a Successful New Employee Orientation

## Structure:

- Your team should be more than just the presenter(s)--have floaters on hand!
- Your team should all wear the same color / union shirt to stand out
- Arrive early and mingle with the new hires before the formal program begins.
- Introduce presenters quickly and as a whole group, not individually
- Use a short slide deck that is high-energy!
- Walk the group through completing the form, together
- If questions arise while completing forms, answer them at the table rather than with the whole group.

## Strategies:

- Nobody walks in as a stranger. Reach out to all new hires prior to the NEO to welcome them to your community and let them know you're excited to see them at the NEO. Phone calls and postcards are the best way to do this.
- Seat attendees in small groups organized by worksite or job category, ideally with round tables.
- Lay the groundwork by ask participants why they teach and connect their answers to union values.
- Get to the membership ask in the first 15 minutes or as soon as possible. Focus on energy and big picture message before the membership ask, then deal with other topics afterward (such as know-your-contract activities)
- Make a clear, direct ask
- Make a PAC ask immediately after membership ask

## Material:

- Use paper apps with certain fields pre-populated (e.g., Local, Employer, Name, etc.). Ask your Associate Staff person for support on this.
- Less is more. Don't print every flyer that is available to you for you NEO. Pick your favorite and just use that one.
- Create a B.R.A.G. (Benefits, Resources, Achievements, Goals) sheet that's specific to your local.
- Have union swag available for both your Welcome Team members and for new hires.