IT'S A GREAT FIRST DAY TO BE A DRAGON!
(A Supervisor's Guide to Creating a Remarkable First Day for New Employees)

An employee's first day on campus is one of the most important that they will spend here! It is a chance to show them how appreciative you are to have them on your team and re-iterate what makes them special. You also have a great opportunity show them what it means to be a Dragon and display GRIT, HUMILITY, and HEART.

There is nothing better for a new employee than to know exactly what to expect on their first day before they even come to campus. This lets them know that you are organized and prepared for their arrival. New employees should know:

- Their regular schedule/hours of work
- What type of clothing to wear
- [Where to park](#) and what door to come in
- [Schedule for the day](#) and who they will be meeting with

- When their lunch will take place and how it will be handled- where, with whom, etc.

To be sure that the employee's work area is a welcoming space when they arrive, here are some things to consider:
- Clean and organize the space
- Have the computer set up and ready to go
- Stock the workspace with basic supplies (writing utensils, paper, stapler, etc.)
- Hang a welcome sign somewhere in the office
- Prepare a welcome card from your department to leave at the employee's desk
- Show your #DragonPride by giving an MSUM themed gift of nominal value
- Create a cheat sheet of frequently contacted phone numbers and/or department account numbers in an easy-to-access spot

For non-faculty Be sure to go over the employee's full position description with them on their first day so that they are aware of all of the responsibilities that will be coming their way, as well as your expectations and goals for them.

Our core values of Grit, Humility, and Heart should be on display at all times with each person your new employee meets with. Let them know what each core value means to you and how they can show this in their role.
Examples:

- <u>Grit:</u> Creating a new learning opportunity for students that won't break the department's budget
- <u>Humility:</u> Be open to everyone's ideas and give credit to others when working together on a project
- <u>Heart:</u> Helping a team member meet a deadline when you know that they have a lot on their plate

Your new employee may have already gotten a tour of the office when they came in for their interview, but did anyone share the "insider" knowledge with them??

- How to connect to WiFi
- Break room supplies (extra coffee mugs if they forget theirs at home, Kleenex, coffee/snacks available for anyone to use)
- Quiet places to get work done outside of the office
- Which fridge they can use to store their lunch
- How to access the VPN if working remotely (IT has some great resources for this!)
- How to setup the phone extension and voicemail

Make meaningful connections:

- Introduce people based on their relationship to the employee, not just job title. For example: Instead of "This is Bobbie in Business Services," say "Bobbie works with our employee payroll and travel expenses. If you have any questions about deductions on your paycheck or getting reimbursed for a conference, she would be your go-to person!"
- Collect tidbits of information from each team member in the office such as helpful tips that they've learned in their job related to technology or working with students or their favorite MSUM memory. This could either be written or in person, but just helps break the ice!
- Find out what your employee's primary language of appreciation in the workplace is by having them fill out this questionnaire. Studies have shown that employees who receive individualized recognition and encouragement in ways that are meaningful to them are much more likely to be satisfied with their work and feel a stronger loyalty to the company they work for.

Be sure to discuss things that your new employee may be hesitant to bring up on their first day such as:

- Accessing their timesheet
- FLSA exemption status and how this affects their work schedule
- How and when to call in sick/late
- Department procedures for requesting vacation
- Potential to work remotely in case of bad weather/flexible work schedules

At the end of the employee's first day, be sure to close it out strong. Schedule a one-on-one review of what they did and who they talked to. This can be a brief meeting of 10-15 minutes to give them the opportunity to ask questions and reflect on what they learned—and let them go home knowing that we are glad to have them as part of the #DragonFamily!