

NEW TEAM MEMBER INTEGRATION:  
THE INTEGRATION TOOLKIT

*A journey* to success

On-boarding is a bit like watching a mugging.

Everyone proclaims that something should be done, yet no one calls 911

IDENTIFYING THE INTEGRATION NEEDS OF  
YOUR NEW TEAM MEMBERS

# ASSESS YOUR CAPABILITIES AND LEARNING NEEDS

## Organizational

- Are you in a traditional or adaptive organization? Does it matter?

- For socialization purposes it does.

- Completing the assessment will give you a better understanding of your own organizational needs as it relates to bringing on new team members. This may also aid in your recruitment practices as well!

- Hard-copy form

## Individual

- Get the best understanding of your new team member needs through our socialization assessment.

- Prepare a customized plan with known best-practices to ensure they get the right information from the right person at the right time.

- Hard-copy form



# REMAINING TOOLS

There are three remaining tools in the overall integration toolkit:

1. The welcome letter with *Recognition Recipe* card
2. *About Me* poster templates
3. New team member *Field Guide*

# WELCOME LETTER

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Most new team members have told us that there was not only a general lack of expectations from day one, but no real sense of excitement about their addition to the team. And, because recognition is key, our Recognition Recipe cards are included!

Ensure that you can Recognize Right from day one. This is also key to great engagement.

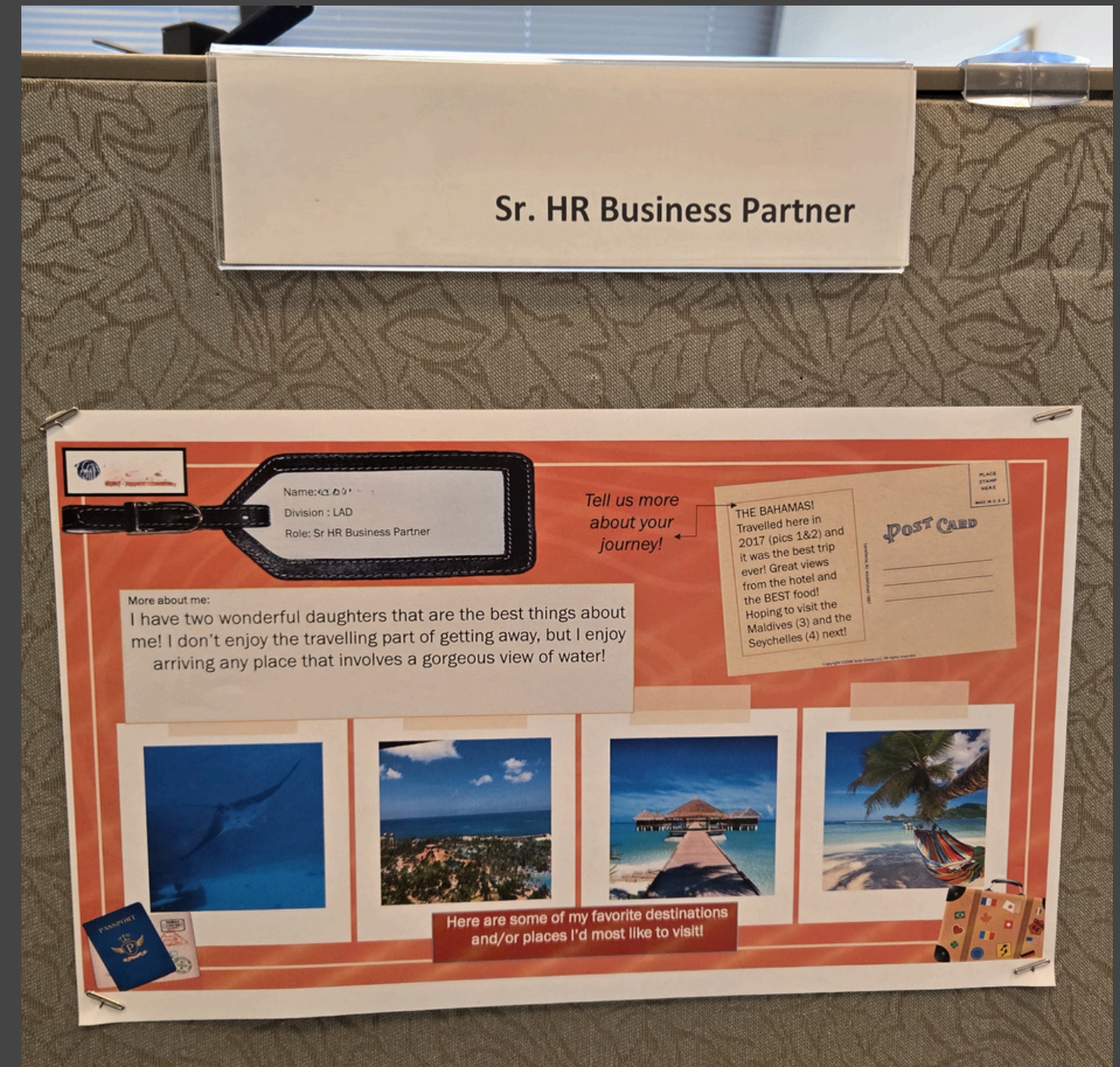
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Electronic copy for customized branding



# ABOUT ME POSTER TEMPLATES

- There really is no better way to get to know new team members than with an *About Me* poster. Share widely with the existing team to make immediate connections.
- There are five posters each contains a placeholder for your logo.
- Best practice: ensure your entire team is using them!

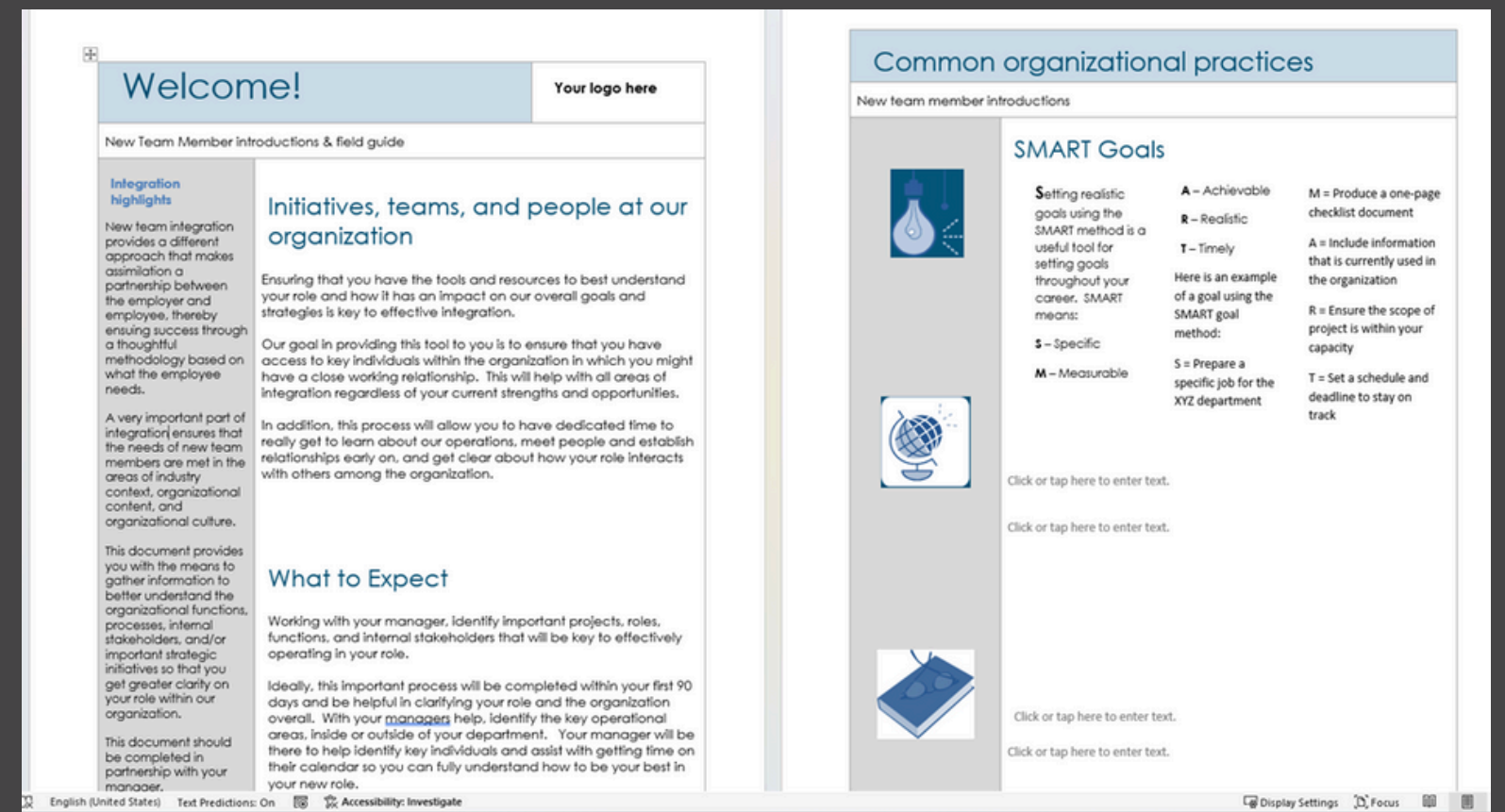


CITY OF SEATTLE HSD USES ABOUT ME POSTERS

# INTRODUCTION FIELD GUIDE

- Facilitate greater engagement between new and existing team members with the *Field Guide*.

Electronic copy for customization







# CONCLUSION

Your new team members have entered into a system in which they know little about. Even transfer employees need help learning new roles.

Your new hires are so much more than a checklist. They are unique humans with social and learning needs. Meeting those needs will help them be productive, engaged members of your organization much faster.

Use our unique set of tools to integrate your new team members.



THANK YOU SO MUCH FOR BEING PART OF THE  
CONVERSATION.

PLEASE FEEL FREE TO EMAIL ANY SPECIFIC QUESTIONS  
YOU HAVE TO

[DANIELLE@ARCHETYPELEARNINGSOLUTIONS.COM](mailto:DANIELLE@ARCHETYPELEARNINGSOLUTIONS.COM)

AND JOIN IN FOR PART IV AND WE'LL LOOK INTO THE REMAINING  
ITEMS IN THE INTEGRATION TOOLKIT