



This resource is part of the [State Flex Program Staff Sustainability Guide and Toolkit](#).

Employee:

- ☐ Email the employee welcoming them to the team, sharing the itinerary for the first few days, and any additional information they need to get off to a good start (parking details, meeting location, etc.)
- ☐ Appoint an “onboarding buddy” and ask them to send a welcome email as well
- ☐ Send a welcome package to the new employee’s home
- ☐ Prepare a welcoming workspace
- ☐ Inform other staff of the new hire’s start date and ask them to welcome them during the first week on the job
- ☐ Arrange for all needed equipment and technology to be available on the employee’s first day
- ☐ Develop a backup plan: An agenda for the employee’s first day in the event that technology and equipment is not ready



- * Gather all the documents the new employee needs to fill out on their first day
- ☐ Create a learning plan for the employee's first 30, 60, and 90 days

Orientation

Helping the employee settle in and get acclimated

- ☐ Arrange for participation in the organization's formal orientation program
- ☐ Assist with completion of paperwork as needed
- ☐ Provide an in-person or virtual office tour
- ☐ Review job responsibilities in detail as well as the big picture
- ☐ Share information about workplace norms and culture
- ☐ Assign a few small tasks
- ☐ Break learning into manageable chunks by incorporating time for individual work and reflection into the workday
- ☐ Arrange onboarding buddy meetings
- ☐ Schedule daily check-ins during the first few weeks
- ☐ Schedule a meet-and-greet (virtual or in-person) with other department and/or office staff

Integration

Building comfort and confidence with the job and the culture

- ☐ Broaden the employee's view of the organization and the rural health system by helping them learn about other related programs



- * Get the employee involved in their own development by asking them what knowledge, skills or resources would most help them in their role and their career goals
- ☐ Celebrate at least one milestone (such as the employee's six-month anniversary, first onsite visit to a hospital or clinic, or the successful completion of their first big project)
- ☐ Arrange for attendance at a Flex Program Workshop

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