

Operation Great Day

Preparation for a new employee:

- The desk and work area for a new employee should be stocked with typical work items and cleared of all the previous occupant's items unless they are necessary to perform his/her job.
- If the council provides computers, it should be ready to use. Software and printers should be installed.
- Update the council's telephone roster and phone system to include the new employee's phone number(s).
- Request ScoutNET password from the National Office in advance so the employee has day one.

First Day

- 10:00 start time
- Provide wearable item and/or tote with council logo as welcome gift(s)
- A manager should greet the new employee and introduce a "staff buddy" for the day. (This person is an additional resource). The staff buddy should:
 - Give a tour of the office,
 - Show the new employee his/her desk
 - Provide needed alarm codes and keys
 - Supply a temporary business card if the new employee's official cards are not ready
 - Inform of email address, computer password for login, and ScoutNET password
 - Issue field receipt book

Lunch

- Arranged with manager, others invited depending on manager's wishes

Afternoon

- Meet with HR to complete personnel paperwork
- Ask if any special accommodations are needed for work

Meet and Greet

- Full staff gathering with refreshments at 4 P.M. (Some staff members may need to alternate attendance depending on council operation needs; however, all should make an appearance and introduce self.)
- Share "three lies and truths stories" or similar ice breaker starting with other employees while the new employee gains confidence and becomes comfortable.
- End day early - immediately following fellowship