

Email Templates

Subject: New Team Member

To: Hiring Manager

Manager First Name,

Congratulations on the new addition to your team! **New Hire First Name** has officially accepted the **title of position**. As **his / her** start date of **date** approaches, we'll be working together to make sure **he / she** has the best onboarding experience possible.

Attached, you will find the following documents:

- 1 Manager Onboarding Checklist** – Use this to plan for your new hire's arrival and to help get them acclimated during the first three months. After the first three months, you can file away the first two pages of this document and keep the ongoing portion accessible to ensure your managerial duties are top of mind.
- 2 Buddy Guide** – This is an example of what we will send to the Buddy you select to help guide your new hire during the first few months. Take a look at the responsibilities and select a rockstar! The sooner you let me know your choice, the sooner we can get this individual prepared.
- 3 Tour Guide** – As a manager, we would like you to give a tour of the building to your new team member. We will schedule this for their first day. Best practice tip: take this guide along with you during the tour to make sure you hit all of the spots!
- 4 100 Day Plan Example** – We will need you to work on a 100 Day Plan for your new hire. Your version does not need to be exactly like the examples attached. You can create your own version that works best for your managerial style and the position. If you have any questions or just want to brainstorm about this, we can provide guidance. Please send me the final copy by **date of 1 week before start date** and make sure to go over this with your new team member on their first day.

Let me know if you have any questions!

Subject: Welcome to Company Name

To: New Hire

Hi **New Hire First Name**,

We are really looking forward to having you join us this **month**!

We always like to send announcements to our team to introduce new hires before they start. Would you be able to send me a current bio in the format attached, as well as a picture? Anything you have used in the past would be fine.

Also, we have swag we give to new hires. What is your shirt size?

Closer to your start date, we will be reaching out about paperwork.

Feel free to let me know if you have any questions in the meantime!

Subject: New Hire Announcement

To: All Internal Team Members

Team,

We are very excited to introduce a talented stakeholder who will be joining us next week.

(Insert picture & bio. Format as you see fit)

Please give a warm welcome to our new stakeholder next week.

Subject: Onboarding Buddy Duties

To: Buddy

CC: Buddy's Manager & New Hire's Manager

Selected Buddy First Name,

Congratulations! You have been selected to be an onboarding Buddy for our new team member, **New Hire Full Name**, who will be joining your department as **Title of Position** on **Start Date**. You were chosen because you are a top performer who is highly knowledgeable about your department, the systems we use, and **Company's** culture. In addition, you are reliable, respected by others, have a positive attitude, and are always willing to help solve issues when they arise.

As a Buddy, your role is to get the new team member started on the right foot. Your actions will help create a supportive environment for the new hire and make their integration into the team and **Company** a positive experience.

Your Expectations as a Buddy:

- » Meet with the new hire on Day 1
- » Answer questions to help minimize confusion and uncertainty
- » Check in periodically each day during the stakeholder's first week
- » Set up short, 15-minute check-in meetings throughout the first month
- » Help socialize the new hire to **Company's** guidelines, norms, and culture
- » Explain frequently used acronyms for the department and organization
- » Provide information about who to contact for what and where to find things
- » Accompany the stakeholder to meetings, as appropriate
- » Introduce the stakeholder to as many people as possible
- » Invite the new stakeholder to lunch with you and others from your group
- » Let them know about upcoming events

Tips for a Buddy:

- » Don't worry about being perceived as the expert.
 - Focus your attention on the new hire.
- » Be patient: It takes time to develop a relationship.
 - Don't try to cover everything right away.
- » Be positive: New hires will grow into their roles if given proper reinforcement.
- » Don't try to force a relationship.

- » Have the new hire call/email questions as needed.
 - Set acceptable perimeters you feel comfortable with.
- » Identify the new stakeholder's personality and adapt communication style accordingly.
- » Don't be judgmental. Simply offer feedback.
- » Maintain a good attitude and a teaching spirit.

What a Buddy is Not:

A Buddy shall not be required to assume any of the following roles:

- » **Mentor:** Someone, typically more experienced, who is involved with the all-round development of an individual (personal and professional).
- » **Manager:** Someone responsible for the new hire's job performance. If queries arise regarding performance, disciplinary, or policy matters, the Buddy is free to give his/her opinion and advice on how to approach the situation. However, he/she is not in a position to resolve the matter. The new hire must be directed to their manager for resolution of relevant issues.

If you have questions about your role as a Buddy, please contact your manager or HR. Thank you for your willingness to serve in this important role!

Subject: First Day Details

To: New Hire

Hi **New Hire First Name**,

We are looking forward to seeing you for your first day! Please plan on coming into the office at **8:30 am**. Park **in front of the building and use the front entrance, as you have before**. We will give you a key card for access to the building that you can use going forward. We will also have lunch provided on your first day.

Just a reminder, we will need you to bring in employment verification documents.

Let me know if you have any questions, and we will see you soon!

Subject: Hiring Manager First Day

To: Hiring Manager

Manager First Name,

Please see attached for **New Hire First Name's** final agenda and manager onboarding materials. We will give **him / her** an up-to-date copy of the agenda when **he / she** arrives.

Just a few reminders of what to go over with **him / her** during **his / her** first week:

- 1 Company History** – Explain how the new hire's role fits into the bigger picture of the company.
- 2 Performance Review Process & Form** – Please highlight the aspects that are important to the role.
- 3 100 Day Plan** – Please give **him / her** a copy and go over the plan with **him / her**.

Let me know if you have any questions!



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