

10. WHAT TO INCLUDE IN A WELCOME EMAIL GUIDE

A “What's Next” email should be sent to your candidate once the employee has completed their onboarding process. Below is a SAMPLE.

Hello *Candidates Name*,

Welcome! We are excited to have you join our team!

Here are a few things to know before your first day:

- What day and time to arrive:
- Where to park:
- Where to go:
- Who will meet you:
- Break Room or places to eat:
- Dress Code:
- First day schedule:

Questions: *Who to ask, phone numbers*

Please be sure to bring I-9 Verification: A list of acceptable documents can be found at www.uscis.gov/i-9. You must bring proof of your eligibility to work in the United States within three days of your start date.

Check out our new hire [website](#).

Looking forward to working with you,
Your Name

Prepare for your new hire's first day

- Send an announcement email to the staff
 - New hire name
 - Their title
 - Team they will be working with
- Prepare their space
 - Clean desk
 - Computer ready
 - Office supplies
- Have a plan
 - Know what they will be doing when. If you don't know, how will they?
- Plan a tour of your building/office
- Discuss commonly used acronyms or names they might not be familiar with
- Check in with them throughout the day, and have a final end of day check-in

Don't forget to enroll all Regular and Limited Term new County employees in New Employee Orientation! This is done through the Absorb Larimer County Learning Center. Contact recruiting@larimer.org if you have any questions about New Employee Orientation.