Your Responsibility

What is an experienced employee's role when it comes to orienting a new employee? Remember that they are likely nervous to begin with. They probably won't remember all the instructions they are given and aren't familiar with the new surroundings. This is often a time for information overload. So, how can an experienced hand help out?

- Introduce yourself to your new co-worker, explain your job and offer assistance.
- Encourage them to ask questions if they are not quite sure.
- The new person may be highly skilled and experienced in their trade, but not necessarily used to your company's ways of doing things.
- Point out locations of first aid kits, fire extinguishers, restrooms & break rooms. Be sure your new coworker is wearing the right PPE and is using it properly.
- If you spot this person doing something wrong, tactfully explain the proper procedures. It's easier to do this if a "coaching" role has been assigned or agreed-upon.
- During lunch and breaks include them in the group so everyone can get better acquainted.
- Perhaps most importantly, lead by example with correct work habits.
Remember, getting new people started on the right path can help prevent an accident or injury to everyone on the crew. Think of it as an investment in the future of your work group and your company.

Staff Conversation & Notes:

In what ways can veteran employees contribute to creating an inclusive atmosphere for new team members, particularly those who might feel anxious about starting a new job?

How can we ensure that new employees feel welcome and supported by their co-workers during their initial orientation and beyond?

Considering that new employees might feel hesitant to ask questions initially, how can we make sure that we create an environment where questions are encouraged and valued?

How can veteran employees proactively set an example of respectful and inclusive behavior, especially when it comes to communicating about company aspects and practices?

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