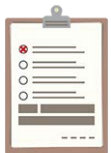**SET UP FOR SUCCESS**

Day One Idea Sheet

Welcoming Your New Employee

The below list suggest a few ideas to welcome your new employee on their first day.

Pens, notebook, highlighter, post-its and other office supplies

Copy of the:

- Checklist information sheet (page 4 of Set Up For Success Packet)
- Documents and forms listed from page 7 of checklist including org charts, policies, job description

- Welcome Card
- Welcome sign
- Agency welcome letters
- Agency swag (if applicable)
- Name Tag (if applicable)
- Candy
- List of commonly used acronyms in the county and your agency