Busine





H wl tt Foundation also plans to organiz an additional in-p rson lunch for r mot hir s with th foundation pr sid nt, which was pr viously h ld virtually.

During th s v nts, consid r cr ating structur d opportuniti s for r mot hir s to int ract and g t to know ach oth r, such as ic br ak rs or "sp d n tworking" activiti s, sp cially wh n th r ar multipl l v ls of th organization r pr s nt d or pow r diff r ntials than can cr at f lings of awkwardn ss for individuals, r gardl ss of th ir position.

Be thoughtful.

Mak an xtra ffort to h lp th s mploy s f l particularly w lcom, as if it's th ir first day at th offic — b caus it is! Consid r l aving som thing sp cial at th ir d sk, b it a p rsonal not, company swag, or oth r small gift. This is a nic touch that will go a long way in making m mb rs of this group f l valu d, car d for, and r cogniz d for having start d a n w job during a uniqu ly chall nging tim. Also, b thoughtful in making sur r mot hir s' d sks ar locat d in an ar a wh r th y will b abl to naturally int ract with oth r coll agu s.

Orient them to the facilities.

B ing n w to an offic can f l awkward and intimidating wh n you don't know your way around — sort of lik joining a n w gym and not knowing wh r sp cific quipm nt is locat d or how a n w machin works (in this cas, it might b trying to figur out wh r th spr sso machin is and how it works or how to g t a F dEx packag s nt). In ori nting r mot hir s to th physical spac, conduct th s tours in small groups to provid additional opportuniti s for r mot hir s to spg t t t l lnt caoms id nyo f p tris' r lpu i mi t and g t to know oth rs. Show th m not only wh r th offic pantry, br ak room, r strooms and fir xits ar, but oth r things lik s co Aou

Communicate with managers an check in regularly.

Manag rs of r mot hir s may tak for grant d that sinc th s mploy s hav alr ady b n on th job for som p riod of tim that th y'r alr ady part of th t am and don't n d assistanc . R mind th s manag rs that it's th ir job to h lp r -onboard r mot hir s to mak sur th y ar adjusting w ll to th n w nvironm nt and hav v rything th y n d. Encourag th m to tak th ir r mot hir s to lunch and conduct a on -on-on with th m th ir first w k in th offic , as would hav b n th cas if th y had initially start d th ir job at th offic .

Mak sur manag rs and/or som on from HR is ch cking in with r mot hir s in th w ks that follow. Judy Parkman said that h r organization's mploy xp ri nc manag r also plans to ch ck in r gularly with r mot hir s, which account for about 10ELu



r mot hir 's xp ri nc coming into th offic and in h lping th m to und rstand how "in offic " cultur might b diff r nt than virtual cultur .

Create informal team buil ing opportunities.

Cr ating opportuniti s for p opl to g t to know ach oth r b tt r will h lp all mploy s to r conn ct aft r b ing r mot for ov r a y ar but will also h lp or o **pl sn** Lo

