

Welcome Wagon Fun Sheet



This fun sheet will help you brainstorm creative ways to welcome your new hires. Just work through the questions to gather your thoughts (or use the back of the paper to create your own!).

Does your firm have gift/new hire policies? If so, what are your limitations?

Before you begin brainstorming creative ways to welcome your new hire, make sure to check your policies and procedures to see what is allowable.

Do you have a budget for new hire expenses?

You may be surprised to find out that your local office may have a budget for employee goodwill or office spirit. Many times this can be used for new hire welcome gifts. If there is no such budget, can you get a discount from the company store for a coffee mug, padfolio, etc.? Also, do you feel comfortable spending your own personal money? If so, how much are you comfortable spending?

Are there any stories to tell about your firm and its history?

Creative storytelling is a cost effective way to welcome new hires to your firm and its culture. Think about a story or two and how you could present them in a creative way (posters, emails, flash cards, etc.).

How can you engage other employees?

Think about ways that you can get other employees involved in the welcoming activity or items. Ideas can include a designated "coffee date" each day with someone different, signing a big poster or a card, participating in a signature scavenger hunt, etc.

