



NEW HIRE WELCOME EMAIL

Dear (First Name),

Welcome to the County of Riverside! We are so excited that you chose to join our team. Below you will find information on what to expect your first day and some additional helpful information.

DAY ONE ARRIVAL

(Weekday, Month, Date)

(Time)

(Address)

(Google map link for directions)

(Parking Information)

Ask for (Name)

(Phone number)

DRESS CODE

Sample: (Department Name)'s dress code is business casual – jeans and button-down shirts are fine with us!

SCHEDULE OVERVIEW

X:00 am – X:00 am	Welcome - Paperwork/New Hire Forms
X:00 am – X:00 am	Introductions & Tour
X:00 pm – X:00 pm	Lunch
X:00 pm – X:00 pm	Equipment & Resources
X:00 pm – X:00 pm	New Role Overview with Manager
X:00 pm – X:00 pm	Meet your Onboarding Mentor
X:00 pm – X:00 pm	Next Steps

WHAT TO BRING

- A valid driver's license or passport to verify your identification and eligibility to work.
- ?

GET TO KNOW US

(Link to Department Website)

(Link to Department Organizational Chart)

(Link to County Website)

(Link to HR Website)

(PowerPoint presentation PDF of their new team members – this would ideally contain a slide for each team member that they create themselves. Encourage each team member to add their personality to their slide and provides both professional and personal information. They can also include their MBTI type, Strengths from the Strengths Finder, or any other helpful information that would assist their new team member in getting to know them).

AROUND YOUR WORKSITE

Gas Stations

- ?
- ?
- ?

Restaurants and Fast Food

- ?
- ?

Dry Cleaner

- ?

Grocery and Drug Stores

- ?
- ?

Car Wash

- ?

Banks

- ?
- ?
- ?

We are so excited to have you start soon – welcome to (Department Name)!

(Your Name)

(Signature Info)