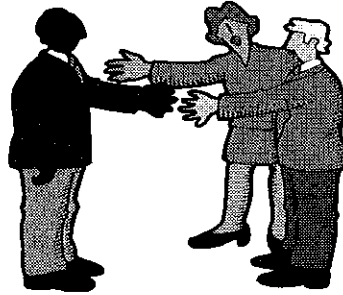


## **10 Tips for Greeting New Employees**



- 1. Whether a Welcoming Committee is in place or not, all members should extend greetings to new employees.**
- 2. Spend the first 10 minutes of your break seeking out and talking to new employees before settling down to eat.**
- 3. Call new employees by their first name, if appropriate.**
- 4. Invite new employees to sit with you during lunch or break.**
- 5. Eliminate acronyms and abbreviations, such as Grand Lodge or CBA when speaking to new employees.**
- 6. Invite new employees to upcoming social functions or other small group gatherings so that they can become familiar with the membership.**
- 7. Explain any unique practices, such as wearing union paraphernalia on certain days.**
- 8. Introduce new employees to our union websites: IAM&AW, District, Local Lodge.**
- 9. Advise new employee of the many different committees you have in your Local Lodge as well as the events and voluntary programs the Local sponsors.**
- 10. Exhibit a positive attitude and an energetic spirit.**