

## Manager's Responsibilities for New Staff

As new staff members join your team, there are some things that you as their manager must ensure that they take place within their first 90 days. Please see below.

- On their first day at your campus:
  - Send an introduction email to your team and campus. Depending on the position, this does not need to go to all campuses but should include their Ministry Resourcing peers. This email can also be sent out up to one week prior to their start date.
  - In-person introduction to campus staff members.
  - Tour of your campus.
  - Lunch (if married and opposite sex, schedule a team lunch)
  - Review job description and work hours schedule with your new staff member.
  - Discuss department and campus meetings they need to attend as well as when and where these take place. (KIDS, Next Gen, etc.)
  - Find out if they have all the resources they need
    - HR orders laptop and lanyards
    - Credit card and access to Nexonia and Martus (if applicable) has been requested
- During their first 90 days:
  - Schedule ongoing calendar weekly meetings (30 min – 1hr) for 4 to 6 weeks to check in and make sure they're comfortable and have everything they need.
  - Establish measurable short-term goals to be evaluated at the end of 90 days.
  - Connect with counterparts in Resourcing as well as other campuses.
- At the end of 90 days:
  - Schedule a time to meet in order to review the last 90 days and provide feedback to help the staff member continue to grow in their position. Affirm accomplishments in the first 90 days.

Please reach out to [Galaiapy.Torres@mybayside.church](mailto:Galaiapy.Torres@mybayside.church) if you have any questions.