

Overview:

This plan is to be implemented for new employees to a business in which they know very few to no people. The best part of this plan is that it does not necessarily require a face-to-face contact. In a world where international businesses are more and more common, the ability to meet virtually is priceless.

Objectives:

The new employee will be able to:

- Introduce themselves to other employees
- Talk about hobbies/interests
- Discuss relevant material pertaining to the business.
- Create a Wordpress.org account.
- Create web pages using said Wordpress.org account.

Materials:

- Computer with internet access
- Scanner
- Phone

Procedure:

1. On orientation day for new employees, respective managers will let the building know of the new employee's presence and introduce the people with whom the new employee will be working.
2. After meeting with the employees, each new employee will be asked to create a Wordpress.org account.
3. The new employees will be asked to use their new Wordpress.org account to create web pages outlining information that would be of use to help employees and managers get to know new people to the company.
4. Such information may include:
 1. Name
 2. Previous experience in the job content
 3. Current department
 4. Role in the department
 5. Hobbies
5. After the web pages are completed, the manager will recommend all employees look at the new employees' web pages and leave comments or questions for the new employee to read and respond.

Evaluation:

At the end of the week, the manager will meet with the new employees and ask how they like the transition.