

Welcome to Your New Community

- **Introduction**

Personalize a warm welcome to your newest team member (Welcome, [name], & thanks for choosing [company] as your next work home. You're one of us now & we couldn't be more proud).

- **Community Engagement**

Provide a calendar of upcoming Community Events and ways to become involved. Connect them with another team member who can support them through the transition.

- **Facility Information**

Make sure your new team has access to information like the Wi-Fi password, Community Website & connects with the facility through social media.

- **Local Venues**

Include a list of nearby restaurants and stores, to help them feel more familiar and at ease.

- **Resources**

- **Facility Map** (Restrooms, Water dispensers, vending machines, smoking area, parking, garbage area, jumper cable location, flashlights, power cords).
- **Important Numbers List** (Supervisors Administrators, Department Managers).
- **Schedules** (Observed Holidays, Day Off Schedule, PTO/Vacation Eligibility)
- **Top Rated Schools in the Area**

- **Company Benefits** (Include information regarding the benefits to being part of your team, & how to access payroll.)
- **Transportation Information**
- **Career Ladders**
- **Childcare resources**
- **Recreational Activities** (park maps, hiking trails, movie theaters)
- **Colorado Department of Human Services**
- **Child Abuse and Neglect Hotline**
- **State Benefits Assistance**
- **Department of Motor Vehicles**
- **Tax Filing Education – Colorado**
- **Tax Filing Information – Federal**

