

Lunch Meeting Plan

Holding a lunch meeting with new employees on their first day begins the acculturation process and builds employee engagement from the first day. This conversation will help you get to know each other and begin employee understanding of the goals of your organization, and how he or she will contribute toward achieving those goals.

Organization and Goals

This is how our area fits into UIC

This is what our area accomplished last year

This is what our area needs to do this year

This is our focus this year

The goals I have for our organization

This is how I see you fitting into those goals

Additional Topics

This is also a good time to review work hours and set general expectations, such as what communication method works best for you, (emails, face to face, phone, text messages, phone messages, and/or instant messaging) and expected response time. Later in the week a formal meeting will set expectations and review the job description in a private setting.

Confirm the employee is on track in in orientation activities and completing onboarding actions. Talk about upcoming training or orientation activities you wish them to attend. Ask if they have had a chance to review the New Hires page.

- If no, they have not, ask them to review the information and seek assistance from their peer mentor if needed.
- If yes, they have, ask them about their impressions and answer any questions.

Ending the Meeting

End the meeting by reviewing key next steps in orientation and becoming part of the team; meeting to set job expectations and goals, participating in the next team meeting, attending training, employee webinars or acculturation meeting.