

# **Vice President for Student Success**

## Welcome Email

*The welcome email should give the new employee pertinent information to start their position. The welcome email should be sent the week before the employee starts, and at the very latest, the day before they are expected to start.*

*Topics included in email:*

* Links to W4 and I9, and instructions on
* Directions to office/What building they will be working in
* Who will be their guide, or buddy, for the first day/Who they will meet that morning
* Parking Info for the first day
* Dress code
* Itinerary for first day if possible **(template on Engagement website)**
* Whether they need to plan lunch (if your office if taking them out to lunch or not)
* A couple of fun, personal questions. These answers will be used by your office in sending out an introduction email to the division.
  + *Example:* “I’d like to welcome Joe Smith to the Division, who will be joining the Admissions team as an evaluator. Joe is from Bozeman, and recently moved back to his hometown from Texas because he missed the snow. In his spare time, Joe likes to hike the Crazies, read, and play guitar”
* Binder of knowledge or welcome packet, or anything needing to reviewed before the first day