Introductions

Introductions give you and the administrative staff an opportunity to introduce yourselves as well as provide the new staff the opportunity to introduce themselves to each other. It allows everyone to get to know everyone. Some Human Resource professionals refer to it as “breaking the ice”.

Admit it or not, we all enjoy attention, although some more than others. We all have egos, and we all have a fundamental desire to feel heard and praised. Introductions give each new employee a moment to shine, to be the center of attention. As with the Welcome Breakfast, Introductions can be an opportunity to observe behaviors, personalities, and characteristics that might help you place that employee in the right position.

Depending on how many new employees are in the orientation, you may want to limit what people can say. If each person gives a 15 minute biography and there are 20 new staff, you can see how long that would take. Moreover, it is more appropriate to give a few questions to answer that relate to the job and company.

For example:

1. Name
2. Position
3. Department or location
4. Have you worked for the company before and are returning?
   1. If so, what made you return?

Then 2 or 3 personal questions.

1. Where did you grow up?
2. Are you a dog or cat person?
3. What’s your favorite movie?
4. What’s you favorite hobby?
5. What’s you favorite food?
6. What place would you most like to visit?

Introducing yourself not only shows the employees who you are, but gives you the opportunity to demonstrate how you expect your staff to behave. You are the boss. If you are in a suit and tie, are speaking formally, and stand with composure, that sends a message to the new staff as to how you behave at work, and indirectly instructs them as to how they should be behaving. If you are in a T-shirt and jeans, are swearing, and making inappropriate jokes to try to be funny, you are then sending that message. That message could be seen by the new staff as you are not concerned with how staff look, behave, or speak to customers.

Introducing the administration helps to make those in charge more approachable. It also informs new staff of who they may need to see for certain needs they may have. You want to show that those that run the company are part of the team and not removed from the everyday employee.

Introductions are another way to begin setting the tone for your business. It also allows you to start to get to know the people who are going to be working for you to make your business a success.