

## New Employee Outreach Checklist

### Preparation

	Who?	Date?
Contact Human Resources/ Management <ul style="list-style-type: none"> <li>Get list and contact information for new employees.</li> </ul>		
Collect and/or create local literature to share with potential members.		
Create “welcome to your union” kits to give to new members.		
Recruit members to assist and speak at events		
Plan union-sponsored events throughout the year such as workshops, new-member orientations or socials.		
Create a calendar for visiting worksites, holding union events.		
Create agendas and materials that building reps/stewards can use at meetings with new employees and potential members.		
Train building reps and activists on the one-on-one conversation and current issues campaigns.		
Update and refresh union bulletin board materials.		

### Follow-up

Map out a follow-up plan <ul style="list-style-type: none"> <li>Who will contact new employees?</li> <li>How will you contact them?</li> <li>Is there a follow-up opportunity to invite them to something?</li> </ul>		
Distribute lists of new members to building reps and activists and ask them to welcome the new people, take them out for coffee or participate in some other kind of activity.		
Hold some kind of induction orientation or ceremony for new members.		