



## New Member Onboarding

**After recruiting new members to the Engage Implementation Team (or when there is transition or staff turnover) it can be helpful to have orientation materials prepared.** Below is a checklist of materials you may want to consider providing to new members. Some of these tools will be mentioned or provided throughout this toolkit.

- Vision, mission, and goals (likely included in your strategic plan)
- Brief history of Engage or other campus violence prevention efforts
- Organizational chart, Engage position descriptions, or other Engage Implementation Team structure details
- Engage Implementation Team bylaws, guidelines, or principles
- Committee or workgroup members (if applicable), list of Team members, their duties/roles, and contact information
- Meeting/events calendar
- Funding/budget details
- Recent meeting minutes or summary of work
- Needs assessment data (from the MACHB or the Campus Culture and Bystander Engagement Survey)
- Engage Implementation Team talking points/elevator pitch
- Introductory training materials or list of training resources
  - This may include an overview of the Engage program, prevention and the public health approach, the Strategic Prevention Framework, information about Partners in Prevention, etc.

**Depending on your Engage Implementation Team, there may be other materials to include.** Consider providing these materials during a meeting to answer questions, get to know the individual, and ask the key 'coffee talk' questions (also provided in Step 1 of this toolkit) as a jumping off point. This can build momentum and create buy-in before introducing the individual to the larger Implementation Team.

### **When onboarding someone new, keep in mind the following:**

- Be welcoming and genuine
- Provide thorough and detailed information
- Explain jargon/acronyms, provide context
- Go over expectations (of the individual, of the Team, etc.)
- Follow-up and answer questions

**Good luck, and know that this process gets easier the more often it's done!**