

**Share your excitement**

Let them know how pleased you are to have them joining your team at NCG. Mention that you and the team are excited to have them join NCG and the value you believe they will be.

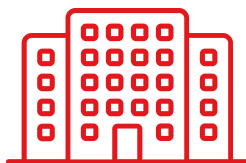
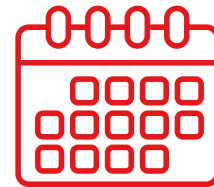


**Check on progress**

Ask if they have any unfinished steps remaining in their preemployment checks (DBS, references, right to work) and offer help completing them.

**Discuss first day**

Briefly explain what they can expect on their official first day – start/finish times, who will meet them, any equipment to pick up, lunch facilities etc.

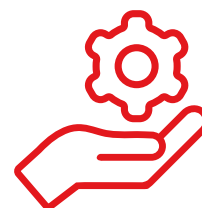


**Offer pre-start visit**

Mention that if they would like to come meet the team and see their workspace before their start date, you would be happy to arrange a pre-start office visit.

**Emphasize support system**

Note that you, their team members, P&D and others are there to fully support their transition and success at NCG. Encourage them to reach out.



**Answer questions**

Ask the new hire if they have any questions so far about the role, team, NCG, or what to expect. Offer to answer any others that come up.

**Share contact info**

Provide your phone number and email so they can reach you with any questions before their start date.

