

Dear <New Hire Name>,

Welcome to the Nebraska Methodist College family! We are so happy to have you as a part of our team. YOU MATTER to us and our team is excited for you to begin your journey with us. I wanted to provide you some information.

1. **Start Date**: Your start date is \_\_\_\_\_\_\_\_. Please speak with your supervisor on arrival time and location.
2. **Parking:** All of the parking lots at NMC are for both employees and students. More detail on parking during your first day tour with Andrew, our Director of Career Services.
3. **Dress Code**: Normal work attire for your position is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. More details about the dress code will be covered when you are here. Temperature may vary within buildings and offices.
4. **Lunch**: There is a small café that offers soups, sandwiches, and daily specials or you are free to bring your lunch. There is a shared refrigerator to use. On your first day you will have lunch with your department.
5. **Systems**: Keep an eye out to your personal email with information from our department of Education Technology (Alex or Jenn). This email will contain a list of systems and login information which you may need on your first day. If you have questions please email Ed Tech, [nmchelp@methodistcollege.edu](mailto:nmchelp@methodistcollege.edu) for any assistance.
   1. **Please do not login into any systems until your start date**.

It is likely you have more questions, so please don’t hesitate to reach out and ask them. We want you to know you matter to us and we want to do all we can to make you feel welcome. You can contact me at \_\_\_\_\_\_\_\_\_\_\_ (phone) or \_\_\_\_\_\_\_\_ (email) and I’ll get back to you shortly.

Your onboarding is very important to us, please share any feedback throughout this process by [clicking here](https://nmcmarketing.wufoo.com/forms/z1fixm1x0wc406g/).

Thank you for choosing us to be a part of your journey!

Your Name



