

# [New hire communication worksheet](https://assignbuster.com/new-hire-communication-worksheet/)

[](https://assignbuster.com/)[Business](https://assignbuster.com/essay-subjects/business/)

of Phoenix Material New Hire Communication Worksheet Select a company you are familiar with. Imagine that you work for the HR departmentof the company. You are tasked to develop a message to orient new hires to the company culture, process, procedures, and general information.   
Compose a message for new hires using the three-step process outlined in Ch. 5 of Business Communication.   
Step 1: Prewriting   
Review the AIM planning process in Ch. 5 of Business Communication including the “ Chapter Takeaway for Creating Effective Messages.”   
Analyze the situation described above by answering each of the following questions with 1 to 2 paragraphs:   
1. Review the assignment directions above. What is the purpose of the message the HR employee is tasked to write?   
The purpose of the message the HR employee is tasked to write is to orient new hires to the company cuture process, procedres and general information. As new hires join the rest of the team in the company, they need to be intergrated so that they can work as a team. There are specific ways in which the company operates and do its things in a unique way. The purpose of the message is to introduce the new hires to this unique way of doing things by the company.   
2. Who is the audience? What are characteristics shared by the audience that the HR employee should consider when writing the message? What do they already know?   
The audiences, in this case, are the new hires. The audience share certain characteristics such as being new to the company, being newly hired and lacking knowledge about the company’s culture, processes and procedures. Therefore, when the HR employee is writing the message, he should know that these are people without the knowledge about the company’s culture. The new hires, however, already know that they have been employeed and formed part of the company. They already know the purpose, vision and mission of the company.   
3. Which communication channel(s) would you choose to deliver the message and why?   
To deliver the message effectively, convening a meeting with the new hires so that a verbal reading of the message can be done by the HR employee as the best channel to deliver the message to the new hires. This is most effective because it will enable the message to reach all the audiences at the same time, hence uniformity in message delivery. Similarly, this channel gives an opportunity to the new hires to raise their queries and ask the HR employee all the questions about other things they would wish to know about the company.   
4. What writing strategies can you use in your writing of the message?   
The suitable writing strategies to write the message is through the use of steps where the address comes first, followed by the subject matter and then the body and salutation at the end. The writing style would be formal where the messge would be short, precise and direct to the point. The writing will also be done in point form to make the literature short but precise and direct on the message.   
Step 2: Drafting   
Research your company’s background to know about the culture, processes, and procedures within the organization you selected.   
Write a rough draft of the message below using the analysis you did in Step 1. Make sure your message is appropriate for the purpose and audience (e. g., new hires). Use an outline to help organize your thoughts.   
Refer to Ch. 5 of Business Communication for strategies of researching background information and effective writing.   
From: HR Employee To: New Hires   
RE: ABOUT THE COMPANY CULTURE , PROCESSES AND PROCEURES   
I hereby write to inform you about our culture, processes and procedures. Some of these you will get to learn during your work with us, but for now, I will just give you some fw tips to start you off, and they are as follows:   
This company values its customers and customer service is the number one priority.   
To become more effective on your line of duty, all employees are encouraged to, always be in the company’s uniforms that enances the company brand name.   
Every employee has a responsibility of making the customers feel mot atiefied and welcomed in the most hospitable way possible.   
In our comoay, we also beleie in giving back t the society through CSR, however, all the sales made in the company must be accounted for and no goods should be given out for free without the approval of the dministration.   
I wish you a happy stay at the McDonalds and welcome you once again to handle the tasks with which yu’ve been assigned in the most competent way possible.   
Regards,   
HR Employee   
Step 3a: Revising   
Copy and paste the message you drafted in Step 2 below. Proofread and edit the message using the “ Track Changes” feature under the “ Review” tab to show you are actively engaged in proofreading and revision.   
Review Ch. 5 of Business Communication to learn more about revising messages before you start. Use the following questions as guidance when you proofread the message.   
1. Does the message establish the credibility? Is there some supporting research you may use to deepen the credibility?   
2. Is the message clear? Can your audience read the message without many questions?   
3. Is the message concise? Have you eliminated unnecessary verbiage in the message?   
4. Is the message easy to read? Have you used headings or bulleted lists to increase the clarity of your message?   
From: HR Employee To: New Hires   
RE: ABOUT THE COMPANY CULTURE , PROCESSES AND PROCEURES   
I hereby write to inform you about our culture, processes and procedures. Some of these you will get to learn during your work with us, but for now, I will just give you some few tips to start you off. These are basically points to let you know how we operate and soe of the vlues we uphold to make us achieve our objectives, and they are as follows:   
This company values its customers, and customer service is the number one priority.   
To become more effective on your line of duty, all employees are encouraged to, always be in the company’s uniforms that enhances the company’s brand name.   
Every employee has a responsibility of making the customers feel most satisfied and welcomed in the most hospitable way possible.   
In our company, we also beleive in giving back to the society through CSR, however, all the sales made in the company must be accounted for and no goods should be given out for free without the approval of the administration.   
I wish you a happy stay at the McDonalds and welcome you once again to handle the tasks with which you’ve been assigned in the most competent way possible.   
Regards,   
HR Employee   
Step 3b: Final Message for Submission   
Provide the final copy of your message here.   
Save the document and submit it as your assignment.   
From: HR Employee To: New Hires   
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