

Hiring Revolution / RESOURCE

A Guide to Disrupt Racism + Sexism



FIRST DAY DOs and DON'Ts → An Equitable Approach

DO	DON'T
Ask what would work well for them on day 1	Assume you know what would work best
Review what a day in the office is like	Assume that your norm is the universal common-sense, preferred, or only good way to approach a role
Clarify boundaries: what is and isn't okay in email, on Slack, in meetings, in a workday, with clients/customers, etc.	Wait for people to do something you find off-putting to share work boundaries
Prioritize relationship building at least as much as task training	Fixate on task teaching at the expense of valuing relationships and relationship capital
Make sure they get to meet different folks	Stick them with one person they must gel with, or else
Stay curious and remain open to learning more about what they need to be set up for success	Assume that just because we haven't responded to a request before, we cannot do it
Remember the value of quality in relationships, not just the quantity of coworkers' names a new staff member can memorize their first week.	Fixate on speed of the first few days and weeks when you are wanting a years-long relationship with this person—keep the beginning in that broader and truer context
<i>What else do you think of?</i>	

The First Day: Patterns + Preferences

- ***Ask rather than assume what new hires need***
- ***Consider Your Welcome***
- ***Don't Guess—Instead, Ask + Offer – don't just project what you would want***

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From their first day forward, your focus becomes building a working relationship that works.



This person is no longer “trying out” for the role, so make certain they are not being treated that way. Some old-school cultural dynamics often linger around new folks needing to “prove themselves”: let go of that old way of thinking and behaving.

Diversifying your team across lines of race, gender, and more requires that you stay alert to dynamics of your staff as their working relationships develop, grow, and deepen. Remember, your goal isn’t for different kinds of people to join your team, only for them all to be expected to *act the same!*

Consider Your Welcome

Think about the first days you’ve had over the course of your life: first days of school, first days on a new team, first dates. What do firsts have in common?

Trina: For me, “firsts” bring up an intense mix of emotions: excitement, anticipation, fear, curiosity, and more. In a nutshell, I am anxious to finally get started, and I am hoping to God that I don’t embarrass myself or mess things up.

Remember back to your first day working at the company you’re at now:

- How long ago was that?
- What do you remember from that day?
- What was your day like before you logged in/went into the office?
- How was your first day spent?
- Who did you meet and start to get to know?
- What memory from that first day sticks with you still today?
- How did you feel when you went home/logged off after that first day?

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Don't Guess—Instead, Ask + Offer

On a new staff member's first day, it can feel very easy to simply *project what you would want* your first day to be like onto your newest colleague. Be careful! Find out what they want it to be like.

- Do they want a big fuss to be made? Or would they prefer to slip into the background?

- Do they want to do “get to know you” activities with other staff, or does that feel too vulnerable given that they still haven't met everyone?

What feels welcoming, hospitable, and inclusive is unique from person to person.

Now imagine welcoming a Person of Color, woman, and/or trans staff member who is **the first or only** on their work team, in your office, or at that particular level of leadership. What can and should you do to make them feel truly welcome? **Ask. Offer. Don't assume.**

Keeping in mind the relevance of identity to our onboarding experience, consider the concerns *they* might be having. For example:

- If folks aren't used to pronouncing a name like mine, can we build **pronunciation tips** into my email signature when we set up my account? Would other people be willing to add pronunciation tips as well, or will I be the only one?

- Does **physical touch** (handshakes, hugs, cheek kisses) work for me or not, or just sometimes, in a work setting? How do I like to be greeted, and what is out of bounds for me?

- Are there **single-stall restrooms**? Do they require special keys or key cards? Who has access to those, and who is expected to use bathrooms separated by a gender binary?