

## Appendix C: Memorial Navigator Checklist

Your role is to welcome the new employee and be there as a resource or “go-to” person. It is recommended that you give the new employee a call or send them an email a few days prior to the new employee’s first day.

Below is a sample of pre-first day telephone talking points.

- Introduce yourself. Include where you work, how long you have worked there and any information you may be able to share about your experience working at Memorial.
- Explain your role. You are there to help them through their orientation and will be their “go-to” person should they have any questions or concerns.
- Learn the correct pronunciation of the person’s name and ask which name they prefer be used.
- Let them know that you will be meeting them for lunch and should they choose to bring their lunch, there are kitchens that are easily accessible as well as many options to purchase their lunch.
- Repeat your name, position and contact details.

Please note, it is also a great idea for the Memorial Navigator to email the new employee and introduce themselves, a sample email is attached as [Appendix D](#).