

Checklist for employers of new migrants

Here are a few things that you can do to help new workers settle in



BEFORE ARRIVAL

- Prepare a welcome kit, about working and living in New Zealand
- Make sure you have a written job description and/or a list of tasks
- Prepare written information about how your business operates – staff, structure and roles, lines of communication, hours of work, use of internet, email etc.
- Check that their accommodation and transport is organised
- Arrange for someone to meet them when they arrive
- Prepare your existing employees for your new employee's arrival
- Arrange for someone at work to act as their 'buddy' or mentor
- Tell your migrant employee about NZ Ready, Immigration New Zealand's free online planning tool and cost of living calculator for migrants moving to New Zealand
- Gain an understanding of the values and work styles of your new employee's culture
- Find out about their culture and religious beliefs and prepare information on local cultural groups or places of worship
- Allow for some time off for your new employee in their first week so they can organise their home life (eg. their bank account, transport)
- Organise a tour of the local area for them



ON ARRIVAL

- Provide them with an Immigration New Zealand settlement guide for your specific industry
- Ensure you have their written employment agreement on hand
- If you are providing them with accommodation, show them around their new home and explain how things work
- Ensure they have the right clothing they need for their work
- Check they have all the information they need about the local community and contact details for local settlement information services
- Go through their welcome kit with them and check if they have any questions
- Provide your employee with the Ministry of Business, Innovation and Employment helpline (0800 20 90 20) so they can get help if needed



FIRST DAY AT WORK

- Welcome your new employee
- Make sure they have met their immediate supervisor and their 'buddy' or mentor
- Introduce them to other team members
- Take them on a tour of the workplace
- Show them how to use any unfamiliar equipment and technology
- Give them the documents you have prepared about their new workplace and their job. Talk them through any instructions and ask them if they have any questions
- Explain any workplace etiquette, eg, use of the kitchen
- Set up regular meetings with your new migrant employee and their buddy to help them settle into the workplace



NEXT DAYS

- Organise any on-the-job or off-site training
- Make sure your employee knows it is fine to ask questions
- Organise some social activities for your new employee and their family
- Think about how you are communicating with them