



*Attract, Train, Retain: the cornerstone of our work*  
*Train: new team member integration*

*“If you don’t have a structured new-team integration plan in place, one isn’t likely to develop on its own, and if it does it’s not likely one you want.”*

**Frequently Asked Questions**

Q: What is integration?

A: Organizational integration provides a different approach that makes assimilation a partnership between the employer and employee, thereby ensuring success through a thoughtful methodology based on what the employee needs. Integration measures the needs of new team members in three areas: industry context, organizational content, and organizational culture.

Q: How is integration different from on-boarding?

A: Current onboarding practices are the equivalent of what is referred to as *individual integration*. It is defined as an isolated experience that is unstructured and casual, leaving employees to learn about the organizational artifacts and nuances in isolation. It has been associated with a far greater lack of organizational commitment and increased stress. Becoming part of an organization takes both support and time. Ensure your new team members have both.

Q: What does your integration toolkit package include?

A: Our robust toolkit offers six proprietary tools to help your new team members feel welcome and supported from day one.

Integration Toolkit Matrix		
Tool	Format	Timeframe
Organizational assessment	Paper	If adaptive, every few years
New team integration needs	Paper	After team, prior to start date
New team welcome letter	Electronic	After team, prior to start date
About Me posters	Electronic	After team, prior to start date
3-, 30-, & 90-day check-in	Paper	Conducted as close to 3, 30, & 90 days
Field guide	Electronic	During the first 30 days

Contact us for pricing and guidance. Some tools are electronic so they can be completely customized for your organization. Others are paper documents to ensure consistency and quality.



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Q: This is identified as part of your “Train” cornerstone; can you *train* new employees?

A: This is really all about learning together. In this case, it’s about learning from day one, or even before. Its about learning how to function in a system that is completely foreign to your new team members. Integration is far more than the employee manual and policies.

Too often, new teams are not fully apprised of expectations, written and unwritten, and these are often the things that get them labeled as a “bad teams.” In this case, it is important to begin the organizational training from day one, ensuring your new team members are set up to be successful.

Q: How do you support organizations who choose to use your integration toolkit?

A: We offer on-going support to ensure that your team is comfortable in using any one of the integration tools. In addition, we also offer a mentoring program to ensure your mentors are completely aligned with developing and supporting your organization.

Q: What other tools and resources are included in your *Train* cornerstone?

A: Overall, our Train structure is about creating a culture of commitment within your organization. This includes developing a common language among your organization and a shared employee experience. In addition, we offer two leadership development series:

- Begin from Within: Leadership Foundations and
- Shared Leadership: the How of Leading.

We offer a wide-variety of tools to ensure that your team is committed to your organization! Check out all of our work designed to help you develop the organization of your dreams.

You can find additional white papers on our website: <https://archetypelearningsolutions.com-whitepapers>. You can also find my original research on integration.

Q: How do organizational leaders contact you?

A: You can always find our great work at <https://archetypelearningsolutions.com>. By email at [Danielle@archetypelearningsolutions.com](mailto:Danielle@archetypelearningsolutions.com) or phone: 253-269-2116