



Assess your Current Integration Processes

Preparation	Yes	No	Unsure
Do you ensure that new members have the documents and resources they will require prior to the first meeting?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you send a simple memo welcoming the new team member and sharing pertinent details (where they came from, what they do, their credentials, where they are based, etc.) prior to the first meeting?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initial Meeting	Yes	No	Unsure
Do you create the opportunity for the team and the new team member to get to know each other?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you take the opportunity to review the team's objectives and each person (including the new person) role fits in?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you discuss each person's individual objectives and align these to the team's objectives?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you clarify the team's "ground rules"?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you clarify expectations of the new member?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you clarify what support the new member can expect from the team?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monitoring	Yes	No	Unsure
Do you regularly monitor how well the team is achieving its objectives?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you regularly ask for feedback on how healthy the relationships within the team are?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you regularly assess the effectiveness of the team's decision-making processes are?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you regularly request feedback on individual motivation and belonging?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>