

Workplace Communication and Integration Guide

Toolkit 2, Chapter 2 Downloadable Tool CIIS Employer HR Resources



Purpose: Clarify communication expectations, support cultural integration, and create a stronger team environment for new employees.

How to use: Work through each section with your team and new employee. Add notes and action items as you go.

1. Communication Expectations	Response / Notes
Preferred communication channels and response times.	
Meeting participation expectations.	
How to ask questions, escalate concerns, and request clarification.	
2. Team Integration	Response / Notes
Important team norms and unwritten expectations.	
Opportunities for relationship-building and collaboration.	
Psychological safety practices managers should model.	
3. Cross-Cultural Conversations	Response / Notes
Questions managers can ask to understand communication preferences.	
Prompts for clarifying misunderstandings respectfully.	
Feedback practices that support learning and trust.	