

Maximus Swag Bundle Guidelines - Onboarding

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Purpose

- A. This document provides guidance to hiring managers on what swag bundle would be appropriate for each new hire and the ways each swag bundle could be used.
- B. Please note substitutions with similar swag items may apply if products are unavailable.

I. Swag Bundle 1

- A. Bundle 1 includes: LuxGel Pen, Tech Taco, Mousepad, Magnet Calendar, Sticker



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B. Bundle 1 Cost

1. Swag Cost: \$12.50
2. Packaging: \$2.00
3. Welcome Card (Optional): \$0.50

C. Target Audience: Line staff, administrators, customer service representatives

D. Usage:

1. Use Bundle 1 as part of onboarding kits for new hires in these roles, for employee recognition, or as part of team-building events. The Welcome Card is optional with each bundle in case the bundle is being used for a purpose other than onboarding.
2. Great for small tokens of appreciating during team meetings, workshops, or training sessions.
3. Consider offering Bundle 1 during company events or conferences as a way to engage and reward front-line employees.



II. Swag Bundle 2

A. Bundle 2 includes: LuxGel Pen, Tech Taco, Mousepad, Magnet Calendar, Sticker, Notebook with Values



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B. Bundle 2 Cost:

1. Swag Cost: \$29.00
2. Packaging: \$2.00
3. Welcome Card (Optional): \$0.50

C. Target Audience: Supervisors, Managers, Directors

D. Usage:

1. Use Bundle 2 as part of onboarding kits for new hires in these roles. The Welcome Card is optional with each bundle in case the bundle is being used for a purpose other than onboarding.
2. Bundle 2 is suitable for acknowledging the efforts of middle management and recognizing their leadership
3. Use it for performance incentives, milestones, or achievements in the managerial level
4. Consider offering Bundle 2 during leadership meetings, strategy sessions, or workshops for managers and supervisors

III. Swag Bundle 3

- A. Bundle 3 includes:** LuxGel Pen, Tech Taco, Mousepad, Magnet Calendar, Sticker, Notebook with Values, 20oz Tumbler

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B. Bundle 3 Cost:

1. Swag Cost: \$49.00
2. Packaging: \$2.00
3. Welcome Card (Optional): \$0.50

C. Target Audience: Vice Presidents, Senior Vice Presidents, Executives

D. Usage:

1. Use Bundle 3 as part of onboarding kits for new hires in these roles. The Welcome Card is optional with each bundle in case the bundle is being used for a purpose other than onboarding.
2. Bundle 3 is a premium option to reward high-level executives and top-performing leaders.
3. Ideal for commemorating significant achievements, successful project completions or major company milestones
4. In addition to onboarding, consider using Bundle 3 during board meetings, shareholder events, executive retreats or conferences where senior leaders are present

IV. Swag Bundle 4

- A. Bundle 4 includes: Jellyfish Universal Charger, Textari Pen, Tangle Puzzle, Notebook with Values, 20oz Tumbler



B. Bundle 4 Cost

1. Swag Cost: \$53.10
2. Packaging: \$2.00
3. Welcome Card (Optional): \$0.50

C. Target Audience: IT and/or Digital staff

D. Usage:

1. Use Bundle 4 as part of onboarding kits for new hires in the “target audience” roles. The Welcome Card is optional with each bundle in case the bundle is being used for a purpose other than onboarding.
2. Bundle 4 is suitable for acknowledging the efforts of IT and/or Digital staff
3. Use it for performance incentives, milestones, or achievements
4. In addition to onboarding, consider using Bundle 4 during meetings, strategy sessions, or workshops

Remember, the choice of swag bundle should align with the value of the occasion and the recipient’s role. It is important to recognize and reward employees and leaders appropriately to maintain motivation and foster a positive company culture.