Culture Integration Checklist

1: Pre-Integration Preparation

- ☐ **Conduct a Cultural Assessment**
  Review the acquired company's core values, work practices, and employee expectations to identify cultural gaps and similarities with your organization.
- ☐ **Develop a Cultural Integration Plan**
  Outline specific objectives, integration timelines, and key focus areas, ensuring alignment with business goals.
- ☐ **Identify Cultural Ambassadors**
  Select leaders or employees who embody the company's values and can act as champions to promote understanding and collaboration during the integration.
- ☐ **Communicate the Integration Vision**
  Share a clear and compelling vision with leadership teams to set expectations and inspire commitment to the integration process.

2: Communication and Transparency

- ☐ **Announce the Acquisition**
  Craft a thoughtful announcement that highlights shared values, goals, and the benefits of the acquisition to employees of both companies.
- ☐ **Create a FAQ Document**
  Address potential concerns such as changes in roles, benefits, work environment, and career paths to reduce uncertainty.
- ☐ **Host Open Forums or Q&A Sessions**
  Provide opportunities for employees to ask questions directly to leadership and gain clarity on how the integration impacts them.
- ☐ **Provide Regular Updates**
  Use newsletters, team meetings, or emails to keep employees informed about the progress, challenges, and successes of the integration.

3: Employee Transition Support

- ☐ **Update Onboarding Materials**
  Ensure onboarding documents include information about the acquiring company's culture, mission, and expectations to help new employees acclimate.
- ☐ **Offer Training Sessions**
  Conduct training to familiarize acquired employees with the acquiring company's values, policies, and procedures, making the transition smoother.
- ☐ **Assign Mentors or Buddies**
  Pair acquired employees with seasoned employees to guide them through cultural and operational adjustments.
- ☐ **Provide HR Access**
  Make HR representatives available to address personal concerns and assist employees during the transition phase.

4: Leadership Alignment

- ☐ **Align Leadership Teams**
  Hold joint strategy sessions to ensure leaders from both companies share a common vision and work collaboratively toward integration goals.
- ☐ **Facilitate Workshops**
  Organize workshops to encourage cross-leadership collaboration and address potential cultural or operational conflicts early.
- ☐ **Develop Unified Performance Metrics**
  Design performance evaluation criteria that reflect the combined organization's priorities and promote accountability.

See more on reverse side

5: Cultural Alignment Initiatives

- ☐ **Encourage Team-Building Activities**
  Organize activities such as cross-department projects or social events to foster relationships between employees from both organizations.
- ☐ **Establish Cross-Functional Teams**
  Create diverse teams to work on integration-related projects, helping employees learn from each other while achieving common goals.
- ☐ **Celebrate Cultural Strengths**
  Recognize and honor traditions or practices from both companies, integrating the best of both cultures into the new organization.

6: Feedback and Adjustment

- ☐ **Distribute Anonymous Surveys**
  Regularly collect employee feedback through surveys to gauge satisfaction and identify integration challenges.
- ☐ **Conduct One-on-One Meetings**
  Schedule meetings between HR and employees to provide a platform for individual concerns and ideas to improve the process.
- ☐ **Refine Strategies**
  Use employee feedback to make necessary adjustments to the integration plan, ensuring continuous improvement.

7: Long-Term Monitoring

- ☐ **Define Cultural Integration KPIs**
  Track metrics such as employee engagement scores, turnover rates, and collaboration effectiveness to measure progress.
- ☐ **Revisit Cultural Goals**
  Periodically review and align cultural objectives with broader business strategies to ensure sustained alignment.
- ☐ **Conduct Integration Reviews**
  Schedule regular meetings to evaluate the success of the cultural integration and identify areas needing further focus.

8: Celebrating Milestones

- ☐ **Recognize Integration Milestones**
  Acknowledge key achievements such as completing the onboarding process or launching a successful joint project to boost morale.
- ☐ **Share Success Stories**
  Highlight examples of successful collaboration or innovation that emerged from the integration to inspire and motivate employees.
- ☐ **Plan a Celebratory Event**
  Host a company-wide gathering to mark the successful completion of the integration and reinforce the sense of unity.