**New Employee Check-List**

**First Week**

* Fill out onboarding paperwork
* Attend orientation:

|  |  |  |
| --- | --- | --- |
| **Date** | **Location** | **Start Time** |
|  |  |  |

* Department lunch
* Meet with your manager:
  + Discuss communication preference
  + Review formal evaluation process at the end of 90 days
  + Review job description
  + Review office protocol
  + Review organizational chart
  + Understand your role in department and organization
* Office tour   
  *(ex: restrooms, office supplies, fax/copier, mail stations, emergency exits, etc.)*
* Get situated with the help of your Buddy   
  *(ex: photo ID, work order requests, parking permit, supplies, set-up voicemail, explore the campus, etc.)*
* Request ongoing weekly/bi-weekly/monthly one-on-one meetings with manager for feedback on your work
* Meet faculty and staff members
* Understand the roles of other department members
* Submit health insurance documents to Human Resources by ( )

**One to Three Months**

* Create written performance and professional development goals with manager
* Participate in feedback survey