

60 DAYS

Critical Actions

Ensure new team member has selected their retirement elections in Workday and submitted all necessary forms.

Check-in

Schedule a check-in meeting, if frequent one-on-one meetings are not currently scheduled.

The following questions are recommended when understanding your employees experience:

- What is something you discovered recently that you wish you would have known sooner in your onboarding process?
- Do you have any preferences for how you would like to gain additional training and experience so you can be successful (formal classroom, hands-on, job shadowing)?
- Is there any professional development that interest you? (Including offerings on campus)
- How is your experience with the team?
- Who has been most helpful to you so far and why?
- How can I further support you in your role?

Resources

Inform of any campus events or important employee updates (Fall Fest, Staff Appreciation Week, Open Enrollment, Benefits Fair, W-2s, etc.).