

FIRST MONTH

Goal: *Employee is aware of his/her performance in the position and relative to expectations; continues to develop skills and know-how, gain an understanding of the organization, and build relationships. Employee feels connected.*

Department/Individual Orientation

- ☐ Schedule and conduct regular one-on-one meetings.
- ☐ Continue to provide timely, ongoing, meaningful everyday feedback.
- ☐ Elicit feedback from the employee and be available to answer questions.
- ☐ Explain the performance management process and compensation system.
- ☐ Discuss performance and professional development goals. Give employee an additional assignment.

Socialization

- ☐ Continue introducing employee to key people and bring him/her to relevant events.
- ☐ Meet with employee and buddy to review first weeks and to answer questions.

Technology Access and Related

- ☐ Create employee annual training plan.
- ☐ Ensure employee is signed up for necessary training.