Onboarding Milestone: 30 days

- Ensure University New Employee Orientation program has been completed
- Discussions: address questions and discuss concerns. Information gathered will assist you in preparing for a mid-year or annual performance review.
- During this timeframe, make sure you have discussed:
  1. Brief history of the department
  2. Organizational chart
  3. Department mission, vision, strategies, core values, goals
  4. Departmental website, employee newsletter, other
  5. Departmental growth – past and future
  6. Industry awards and recognitions, areas where we excel in our industry
  7. Acronyms and symbols related to your department
  8. Employee recognition program (if applicable)