

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)