**ONBOARDING/MENTORING CHECKLIST**

**Manager/Supervisor**

Name:      \* Title:       Date of Hire:

Personnel Number:       Unit:      Campus:

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**Pre-arrival:**

Contact employee following official acceptance of position (via email or phone call)

Prepare packet to discuss with employee: include job description and performance expectations

Assign Mentor to new employee, Name:

Notify support staff arranging schedule of assigned mentor

**First week on-the-job:**

**M**eet with new employee day/week of arrival

Organization of unit, goals/objectives, office procedures, culture/history of unit

Review job description

Review job expectations and standards/metrics

Establish annual goals

Additional training necessary

Introductory review (provide copy of introductory review form)

Annual Performance Management (provide copy of review form)

Expected work schedule

Establish regular meeting times, note unit team meetings

Confirmmentor to meet with new employee

**Weekly on-the-job first 90 days:**

Follow-up with employee to see if questions or concerns

**90 days:**

Discuss and review performance expectations and goals

Share initial feedback, comments, and concerns

Ask new employee for feedback on Onboarding/Mentor process

**5th - 6th month:**

Conduct introductory performance review

Establish objectives and individual goals for 6 months to annual review

**\*Note this form may be useful in the transfer of a current employee into new UTFI unit**

**Review Completed By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**