**ONBOARDING/MENTORING CHECKLIST**

**Manager/Supervisor**

Name:      \* Title:       Date of Hire:

Personnel Number:       Unit:      Campus:

­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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