

## Onboarding Best Practices Guide

### Month 3 Checklist for Supervisor/Manager

- Schedule a third meeting with the new team member and utilize the Month 3 New Team Member Meeting Guide on the
  - Review departmental travel and expense policies, as applicable
  - Review the Professional Nursing Staff Organization (PNSO) purpose and website, as applicable
  - Provide information concerning the Medical Center Employee Council and identify the Employee Council representative in your area
  - Begin to discuss immediate (1-6 months) and long-term (1-3 years) goals for the team member
    - Ensure that there is an understanding of the expectations surrounding the new team member's goals
    - The new team member's goals will be solidified during the Month 6 Meeting
  - Review the purpose and services provided by UVA Care Connection
  
  - Other \_\_\_\_\_
  - Other \_\_\_\_\_
  - Other \_\_\_\_\_
- Review progress made on the new team member's Orientation Competency Assessment Evaluation (OCAE) Form
    - This form must be completed by the end of the team member's first six months
  - Provide information on the benefits and perks relevant to the new team member
    - Visit the Uteam website for additional information on all perks and discount programs available
  - For any performance issues, please see Human Resources Policy 701 – Team Member Standards of Performance and contact your Employee Relations representative for guidance
    - As a reminder, your new team member's probationary period will end at his/her Month 6 mark (Year 1 for Clin I RNs), so please ensure that you are reporting any performance issues to Employee Relations before this time
  - Continue to communicate your availability to the new team member to ensure that s/he knows you are accessible for support if needed

## Month 3 - New Team Member Meeting Guide

### Action Items:

- Revisit the **ASPIRE Attestation** document with the new team member, and ask how s/he has demonstrated the ASPIRE values in his/her first three months
- Discuss how things are going with the new team member's Buddy (and preceptor, if applicable)
- Recognize any contributions that have been made by the new team member and reward with Urewards cards as appropriate
- Check to make sure that s/he is still wearing the "Pleased to Meet You" New Team Member ID Badge Holder

### Questions:

- How would you evaluate your performance within your first three months? (After the team member has answered, provide feedback from your perspective as his/her manager.)

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- Is there anything that we could have done differently to improve your experience during your first three months? Please provide feedback on your experience with your Buddy (and preceptor, if applicable).

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- Is there anyone that you would like to recognize for helping you over the past three months?

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- What can I do to better support you in the future?

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\*\* Document any pertinent information in Workday – Team Performance