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

- 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

- Other ________________________________
- Other ________________________________
- Other ________________________________
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