Onboarding Best Practices Guide
Month 6 Checklist for Supervisor/Manager

☐ Schedule a fourth meeting with the new team member and utilize the Month 6 New Team Member Meeting Guide
☐ Schedule a “skip-level meeting” for the new team member to meet with your direct supervisor
☐ Review opportunities for the team member to become more involved with organizational committees, activities within and outside of his/her immediate work area, etc.
☐ Review educational assistance opportunities
☐ Discuss the Medical Center’s Team Member Referral Program and encourage him/her to refer his/her friends and family for current openings

☐ If there are any performance issues, please contact Employee Relations prior to the end of the team member’s probationary period, which occurs at Month 6 (Year 1 for Clin I RNs)
  ▪ See Human Resources Policy 701 for additional information
☐ Continue to communicate your availability to the team member so that s/he knows you are accessible for support if needed
☐ Other __________________________________________
☐ Other __________________________________________
☐ Other __________________________________________
Month 6 - New Team Member Meeting Guide

**Action Items:**

- Complete the team member’s OCAE form
- 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

**Questions:**

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

- What improvements would you like to see within our department?
  
  ______________________________________________________________________
  ______________________________________________________________________
  ______________________________________________________________________

- What knowledge/experience are you hoping to gain in the coming year? (Prepare appropriate developmental opportunities prior to the Year 1 New Team Member Meeting.)
  
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  ______________________________________________________________________
  ______________________________________________________________________

- What short-term and long-term goals would you like to commit to?
  
  ______________________________________________________________________
  ______________________________________________________________________
  ______________________________________________________________________
** Document any pertinent information in Workday – Team Performance