

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 _____

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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.)

- What short-term and long-term goals would you like to commit to?

** Document any pertinent information in Workday – Team Performance