Onboarding Best Practices Guide
Year 1 Checklist for Supervisor/Manager

- Schedule a fifth meeting with the new team member and utilize the Year 1 New Team Member Meeting Guide
- Revisit the team member’s short-term and long-term goals that were confirmed during the Month 6 New Team Member Meeting
- Continue to encourage the new team member to utilize the Medical Center’s Team Member Referral Program and “recruit” his/her family and friends
- Continue to communicate your availability to the team member so that s/he knows you are accessible for support if needed
- Other: _____________________________
- Other: _____________________________
- Other: _____________________________
Year 1 - New Team Member Meeting Guide

Action Items:

- Recognize any contributions that have been made by the new team member, and reward with Urewards cards as appropriate
- Celebrate the team member’s one year anniversary within your department/unit

Questions:

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

- Now that you have been at UVA Health System for one year, how does the job compare to your expectations? How does the organization compare to your expectations?

- What did you like most about your first year on the job? What was most challenging?

- Do you feel like the developmental opportunities you received will help you learn and grow in the coming year?
What ideas do you have for improving the onboarding experience within our department?

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** Document any pertinent information in Workday - Team Performance