



Employee Name:	Start Date:
<b>First Month</b>	
<input type="checkbox"/> Weekly or bi-weekly meetings with new employee (answer questions to help foster engagement with the department and university)	
<input type="checkbox"/> Ensure they have access to view benefits and pay statements through Highlander Pipeline	
<input type="checkbox"/> Discuss process for performance reviews and standards	
<input type="checkbox"/> Discuss job rules and regulations	
Additional departmental specific items:	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Comments:	
<b>First Three (3) Months</b>	
<input type="checkbox"/> Check with employee to let them know how they are doing (can be informal)	
<input type="checkbox"/> Determine performance goals (both short term and long term goals)	
<input type="checkbox"/> Check in with questions	
Additional departmental specific items:	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Comments:	

--

<b>First Six (6) Months</b>
-----------------------------

<input type="checkbox"/> Performance evaluation (should be a written document)
--

<input type="checkbox"/> Continue to develop both short term and long term performance goals
--

<input type="checkbox"/> Check in with questions
--

<b>Additional:</b> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
--

<b>Comments:</b>
------------------