



## End of 1st Week Onboarding Tasks

1. Follow up that the employee has all the equipment, access, etc. needed.
2. Review the week's activities:
  - a. How did the new employee spend their time?
  - b. What activities do they have firm grasp of?
  - c. What activities would they like more training on?
3. Request feedback from the assigned orientation partner.
4. What are areas for improvement?
5. Is there something different that could be done to better prepare the orientation partner?
6. Meet with the employee and the orientation partner to review the first week's activities.
7. Review with the employee:
  - a. Travel and reimbursement policies and procedures
  - b. Purchasing policies and procedures
  - c. Employment search policies (if employee has hiring responsibilities)
  - d. Campus mail services
  - e. Copy machine and fax use
  - f. How to use the University's web site to find resources
  - g. Software piracy issues
  - h. File servers
8. Set 6 month goals in eVals/initiate the Probationary Evaluation.
9. Plan/schedule job-related training.
10. Update department directory, organizational chart, mailing list, etc.