

## Onboarding Best Practices Guide

### Month 1 Checklist for Supervisor/Manager

- Schedule a follow-up with the new team member and utilize the Month 1 New Team Member Meeting Guide
- Discuss your department/unit's role in the division, reporting structure, and line-of-sight to the Health System Goals
- Touch base with the new team member's Buddy (and preceptor, if applicable) to discuss the new team member's accomplishments and improvement opportunities
- Review Medical Center communication strategies including Knowledgelink, Connect articles, Team Member Forums (i.e. - Uteam Meetings, Medical Center Management Group Meetings), etc.
- Review Medical Center dashboards, as applicable (i.e. - Balanced Scorecard, Patient Satisfaction, Quality, etc.)
- Discuss the performance appraisal process with the new team member and what is expected of him/her
- Review departmental meetings and participation expectations
- Review department/unit organizational structure
- Explain the purpose and services provided by The Faculty and Employee Assistance Program (FEAP)
- Communicate your availability to the new team member so that s/he knows you are accessible for support if needed
- Other \_\_\_\_\_
- Other \_\_\_\_\_
- Other \_\_\_\_\_

## Month 1 - New Team Member Meeting Guide

### Action Items:

- Revisit the **ASPIRE Attestation** document with the new team member, and focus on the impact his/her contributions have on the organization's mission, vision, and goals
- Discuss how things are going with the new team member's Buddy (and preceptor, if applicable)
- Discuss how s/he is adjusting to Charlottesville (if applicable) and ask if s/he needs any additional resources to adapt to his/her new environment
- Recognize any contributions that have been made by the new team member, and reward with Urewards cards as appropriate
- Check to make sure that s/he is still wearing the "Pleased to Meet You" New Team Member ID Badge Holder

### Questions:

- How would you evaluate your performance within your first month? (After the new team member shares this information, provide feedback from your perspective as his/her manager.)

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- How do you feel about the interactions you have had with your team? With management?

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- What has been the most challenging aspect of your job so far? What has been the most rewarding?

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- What can I do to better support you in the future?

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\*\* Document any pertinent information in Workday – Team Performance