

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?

** Document any pertinent information in Workday - Team Performance