



NEW EMPLOYEE CHECKLIST: *First Year*



CELEBRATE ACCOMPLISHMENTS AND FOCUS ON THE FUTURE

- **Congratulate** your employee for hitting the one year mark in employment. Together with your employee, reflect on her or his successes and contributions, and get ready for the time ahead!
- **Continue to provide detailed feedback to employees on his/her performance and identify any areas that require further development or remediation.**
- **Provide employee with her or his annual performance evaluation** which will assist the employee in putting the past year in perspective, guiding the employee in areas for improvement, and reinforcing the positive contributions they have made at the school or department. Additionally, it will ensure that they are clear about any future expectations required of them in their position.
- **Assign projects to employee to allow for her or him to gain new skills.** Assign new projects that will be increasingly complex assignments that will require her or him to work independently and contribute new ideas.
- **Encourage the employee to explore professional development opportunities through the Organizational Excellence program:**
 - Professional Development Classes
 - Tuition reimbursement opportunities
 - Degree programs