

Monitoring Employee Success & Engagement Checklist

Department orientation does not end after the first month of employment; it's an ongoing process. To achieve orientation success, departments should use strategies that focus on the long-term assimilation of an employee. Please keep in mind that it is important to model the kinds of behaviors you would like to instill in your employees.

Employee Name		Title	
Start Date		Department	
Mentor		Completed by	

Manager instructions: Please mark off (or date) each item after it has been completed. The following list contains information and activities that your department may want to cover with the new employee during the orientation process. Not all of the information listed below is applicable to every position or job.

- ☐ Meet with the employee and review observations, issues, and priorities
- ☐ Continue to clarify roles, responsibilities, and expectations as needed
- ☐ Ensure that mandatory training has been completed (sexual harassment prevention)
- ☐ Establish a plan for professional development and encourage contact with Human Resources
- ☐ Follow up with Mentor to review any concerns or needs
- ☐ Ensure that the employee has scheduled a meeting to follow up with Human Resources after the first 60 days on the job
- ☐ Introduce the employee to the performance management tools and complete the introductory period performance appraisal after the first 90 days on the job
- ☐ Set individual development goals