

## FIRST MONTH

Goal: *Employee is aware of his/her performance in the position and relative to expectations; continues to develop skills and know-how, gain an understanding of the organization, and build relationships. Employee feels connected.*

### Department/Individual Orientation

- Schedule and conduct regular one-on-one meetings.
- Continue to provide timely, ongoing, meaningful everyday feedback.
- Elicit feedback from the employee and be available to answer questions.
- Explain the performance management process and compensation system.
- Discuss performance and professional development goals. Give employee an additional assignment.

### Socialization

- Continue introducing employee to key people and bring him/her to relevant events.
- Meet with employee and buddy to review first weeks and to answer questions.

### Technology Access and Related

- Create employee annual training plan.
- Ensure employee is signed up for necessary training.