

Month 1 Checklist



The following checklist will help you take onboarding to the next level by establishing priorities and goals for their role and helping the employee identify professional and career development opportunities.

Employee Name:	Title:	Hire date:
Department:	Supervisor:	Buddy:

Workplace information

*Remote employees will have meetings virtually. Hybrid employees will have a mix of in-person and virtual meetings.

Functions

- Provide safety and emergency information and share how to report hazards where applicable.
- If needed for the position, provide budget, finance, and purchasing procedures including policies and rules for use and information on training.
- Add regular team meetings, partner meetings, and other events to the employee's calendar and provide information on meeting purpose, attendees, what to expect, and the employee's role. *Debrief with the employee following these experiences to answer questions and provide additional information.

Culture

- Share unwritten rules, nuances, and traditions with employee such as casual days, spirit days, etc.
- Discuss your management style and your organization's culture and strategic initiatives.
- Check-in with the new hire's buddy, if one was assigned.

Reminders

- Encourage them to select their [retirement](#) and [health care](#) options by the end of the 30 days.

Policies

- Explain confidentiality in the workplace, what can and cannot be shared, and how confidential documents are stored.
- Provide information and time for the new employee to review the following important university policies and notices:

Virginia Tech policies, notices, and handbooks:

- [Policy 1005: Health and Safety Policy](#)
- [Policy 1025: Anti-Discrimination and Prevention Policy](#)
- [Policy 4305: Policy on Compensation During Authorized Closings](#)
- [Policy 4815: Minors on Campus or Participating in University-Related Programs](#)
- [Policy 5616: Campus and Workplace Violence Prevention Policy](#)
- [Policy 7000: Acceptable Use and Administration of Computer and Communication Systems](#)
- [Alcohol and Drug Policies and Summary](#)

Last updated on 4/8/2022

- [Workers Compensation Information](#)
- [Faculty Handbook](#) (*Faculty only*)
- [Annual notice on rights and responsibilities of the Virginia Tech community](#)

Commonwealth of Virginia Department of Human Resource Management policies:

- [Department of Human Resource Management Policy 1.60: Standards of Conduct](#)
- [Department of Human Resource Management Policy 1.75: Use of Electronic Communications and Social Media](#)

Career Information

- Set your new employee up for success by assigning tasks they can accomplish relatively quickly and easily to help build an initial sense of contribution and success.
- Set priorities for the new employee and discuss what is important to achieving overall objectives. This will help the new employee prioritize tasks since they are new to the organization.
- Establish weekly check-in meetings to discuss performance and allow opportunities for feedback.*
- Staff: in consultation with the supervisor, the new hire should create a [performance plan](#) in the first 30 days. Faculty: information about the faculty activity report process should be shared.
- Identify training resources and opportunities for the employee and set a realistic plan of action.
- Introduce the employee to resources such as [wellness resources](#), [professional development workshops](#), and [educational benefits](#).

Connect with Big Picture

- Review your organizational chart and explain how the individual's work connects to [Virginia Tech's mission of education, research, and outreach](#). The broader pictures will help link their efforts to larger goals and avoid looking at a single set of tasks.
- Share your college or division's strategic plan and how that fits into the [strategic plan](#) of the university.

Other

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- _____
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