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| **Benefits** | |
| * Most benefits have to be completed within the first 30 days of hire, inquire that they have completed the enrollments or need any help. | Date Completed/Initials |
| **Job Duties** |  |
| * Discuss the following: * Supervisor Expectations * Employee Expectations (what do you need from me to succeed?) * Duties: priorities, deadlines, clarification of duties, etc. | Date Completed/Initials |
| **Engage** |  |
| * Explain the Engage/Reflect process – schedule meetings * Discuss performance & behavior expectations * Provide resources for any areas they feel are challenging * Recognize any accomplishments and celebrate successes * Ask for feedback * Document Engage meetings | Date Completed/Initials |
| **Cultural Norms** |  |
| * Discuss office events: how often, how long, counted as lunch, etc. * Holiday Parties * Birthday events * Pot Lucks * Other: * State sponsored events | Date Completed/Initials |
| **Mentor (optional)** |  |
| * Check in with any mentors/buddy/sage | Date Completed/Initials |
| **Training Core Curriculum** |  |
| * Identify MO Learning courses from the below to complete.   The courses listed below are suggestions only.  If your agency has outlined courses, you can use those instead. The \* denotes courses that don’t have a suggestion for statewide use.  First Month: [State of Missouri Onboarding-First Month](https://www.linkedin.com/learning/collections/enterprise/1~AAAAAAIgV7Q=865640?u=35674036)   * Teamwork – Being an Effective Team Member * Engage 2.0 – Engage 2.0 Team Member Accelerated Coaching Training * Cybersecurity - State of Missouri Employee Computer Security Tips * Communication – Communications Foundations * Time Management – 5 ways to control your time * Other: | Date Completed/Initials |
| Other, Customize Here | Date Completed/Initials |