|  |  |
| --- | --- |
| **Continuous Improvement/Acknowledgement** | |
| * Recognize their first year (email, lunch, etc.) * Check for REFLECT date * Ask for any improvements they would suggest for onboarding and remind them to take onboarding survey | Date Completed/Initials |
| **Touch base on Performance** | |
| * Evaluate the progress of work contribution.      * Confirm if employee has completed all training. * Identify additional training needed. * Set goals to challenge employee. | Date Completed/Initials |
| **Role within the Team and Organization** | |
| * Verify that the employee understands their role. * Review placemat with new employee. * Inquire about inclusivity and belonging | Date Completed/Initials |
| **Mentor (optional)** | |
| * Identify if employee still needs mentor, buddy, or sage. * Confirm if employee wants to be a buddy or mentor for a new employee. | Date Completed/Initials |
| **Training-Core Curriculum** | |
| * Identify additional MO Learning courses to complete (suggestions below)   + [Communicating in the language of leadership](https://www.linkedin.com/learning/communicating-in-the-language-of-leadership?u=35674036)   + [Project Leadership](https://www.linkedin.com/learning/project-leadership?u=35674036)   + [Overcoming cognitive bias](https://www.linkedin.com/learning/overcoming-cognitive-bias?u=35674036)   + [Being a good mentor](https://www.linkedin.com/learning/being-a-good-mentor?u=35674036) | Date Completed/Initials |
| **Other – Customize** | |
|  | Date Completed/Initials |

General Notes