



## Your new employee has been here 3 months!

**“Well-managed onboarding programs lead to faster integration, higher productivity, and even delivers better retention!” – Aberdeen Group**

**Time is flying by! It has already been three months with your new team member! Let’s  
Check in!**

### **Time to start creating integration and engagement!**

**1. Schedule a regular 1 on 1 meeting with your new team member to allow them to ask questions and begin fostering engagement.**

**2. Discuss progress, performance, and acknowledge contributions and success.**

- Be sure to reward what they’re doing well, not just bring up what they may be doing wrong.
- Be willing to provide resources for areas presenting challenges.

**3. Discuss expectations and start to set some short- and long-term goals to begin allowing them to feel as if they are beginning to contribute to your team!**

**4. Check in on their onboarding experience.**

- Ensure all initial onboarding tasks are completed.
- Ask about what is going well and if they need any other support/training (Purchasing Card, F9, travel procedure, Colleague, Umbraco, Personnel Action Form/Personnel Record Card). You can contact HR to get these trainings set up for them!
- Encourage them to get out into campus and create connections (encourage wellness events, PDT courses, continuing education, PSO/CSO/Faculty Senate, volunteer opportunities, etc.).
- Inquire how mentor program is going (if applicable).
- Make sure they have a check-in scheduled with HR!

**5. Keep notes on performance**

- The State of Idaho requires all Classified staff members to complete a probationary period of 1,040 hours. If you have concerns about performance, and are planning on expanding their probationary period, please contact HR to discuss prior to the 1,040 hours being completed.
- Document positive performance for probationary period review, and their annual performance review

-- Keep a look out for my next communication --