# First 30 Days Checklist

In today’s competitive job market, it’s important for companies to make a strong impression and set new hires up for success from the start. Common pitfalls include not providing clear expectations or direction, not introducing the new hire to their team or colleagues, and not making them feel welcomed or valued.

-Shri Ganeshram, CEO and Founder of Awning.com

This document is used by the Academic Advisor to ensure all tasks are completed within the first 30 days of employment. This document will be stored \_\_\_\_\_\_\_\_.

* Attend the Undergraduate Advising Council meeting.
* Review the Student Information Systems toolkits.
* Meet with supervisor regarding training schedule.
* Meet with training mentor regarding strategies, tips, and tools to be successful.
* Complete mandatory training PVO100 and PRV802 (from part 1 of training plan) and meet with Benefits Office.
* Review Academic Advisor Support training (part 3 of training plan).
* Attend Degree Audit Training.
* Shadow 1-2 Senior Academic Advisors to include meeting students and introduction to SalesForce.
* Review department policies and procedures with Supervisor of PAA or Training Lead.
* Review any additional policies and procedures.