# 90 Days Checklist

We want to focus on creating a memorable experience for the new hire in the first year rather than processing them in the first few weeks.

-Cheryl Hughey, Southwest Airlines

This document is used by the Academic Advisor to ensure all tasks are completed within the first 90 days of employment. This document will be stored \_\_\_\_\_\_\_\_.

* Attend Undergraduate Advising Council (UAC) meetings.
* Meet with supervisor to review training schedule.
* Continue review of Academic Advisor Support training (part 3 of training plan).
* Meet with students.
* Training on Dean of Students Office (SCCR, CWC, DRC).

## Follow Up Items

* Shadow 1-2 Senior Academic Advisors to include meeting students and introduction to SalesForce.
* Review the Student Information System toolkits.
* Attend Degree Audit training.
* Meeting scheduled with Advising Unit Lead if needed.
* Review department policies and procedures with supervisor of PAA or Training Lead.
* Review additional policies and procedures.
* Meet with training mentor to follow-up.