# First Day Checklist

Onboarding is not a one-time event, it’s a process.

-Stacy Zapar, Recruitment Consultant

This document is used by the Training Lead to make sure the Academic Advisor completes all necessary tasks on their first day. This document will be stored \_\_\_\_\_\_\_\_.

* The Welcome Committee will meet the new Professional Academic Advisor (PAA) as a welcome to the department.
* Verify that the new PAA and Advising Unit Lead have met.
* Review PAA training modules, including goals of completion, and why it’s necessary. PRV802 (FERPA) and PVO100 (Academic Advising in myUFL) must be taken first to request roles.
* Training Lead reviews training schedule with the PAA.
* Take PAA to lunch.
* The supervisor will schedule a time to meet with the Training Lead and Advising Unit Lead to review the position’s responsibilities, communication, and involvement within the first two weeks.