# One Year Checklist

Employee orientation centers around and exists to help the individual employee, but it is the company that ultimately reaps the benefits of
this practice.

-Michael Watkins, Author of “The First 90 Days”

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

* Create professional development goals for the second year.
* Attend NACADA conference.

## Follow-Up Items

* Review department policies and procedures with supervisor of PAA or Training Lead.
* Review additional policies and procedures.
* Complete Academic Advisor Support training (part 3 of training plan).
* Attend Undergraduate Advising Council (UAC) meetings.
* Meet with training mentor to follow-up.