# Six Months Checklist

I truly believe that onboarding is an art. Each new employee brings with them a potential to achieve and succeed. To lose the energy of a new hire through poor onboarding is an opportunity lost.

-Sarah Wetzel, Director of Human Resources Engage: BDR

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

## Follow-Up on Items Below:

* Review department policies and procedures with supervisor of PAA or Training Lead.
* Review additional policies and procedures.
* Review Student Information Systems toolkits.
* Meet with supervisor to review training schedule.
* Attend Undergraduate Advising Council (UAC) meetings.
* Meet with training mentor to follow-up.