**

**Professional Academic Advisor Onboarding**



*First Day*

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 \_\_\_\_\_\_\_\_.

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|  | Task |
|[ ]  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 Basics) 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.  |



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

*Stacy Zapar, Recruitment Consultant*