A green and white circle with white text

Description automatically generatedA close-up of a person and person shaking hands

Description automatically generated

**Professional Academic Advisor Onboarding**

A white text on a black background

Description automatically generated

*One Year*

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

|  |  |
| --- | --- |
|  | Task |
|  | Create professional development goals for the second year. |
|  | Attend NACADA conference. |
| Follow-Up on Items Below: | |
|  | 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. |
|  | Open quotation mark with solid fillMeet with training mentor to follow-up.  Open quotation mark with solid fill |

*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”*