

**Professional Academic Advisor Onboarding**



*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 \_\_\_\_\_\_\_\_.

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|  | 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”*