A close-up of a person and person shaking hands

Description automatically generatedA green circle with white text

Description automatically generated

**Professional Academic Advisor Onboarding**

A white text on a black background

Description automatically generated

*Six Months*

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

|  |  |
| --- | --- |
|  | Task |
| 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. |



*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*