

**Professional Academic Advisor Onboarding**



*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*