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| **Benefits** |
| * Most benefits have to be completed within the first 30 days of hire, inquire that they have completed the enrollments or need any help.
 | Date Completed/Initials |
| **Job Duties** |  |
| * Discuss the following:
* Supervisor Expectations
* Employee Expectations (what do you need from me to succeed?)
* Duties: priorities, deadlines, clarification of duties, etc.
 | Date Completed/Initials  |
| **Engage** |  |
| * Explain the Engage/Reflect process – schedule meetings
* Discuss performance & behavior expectations
* Provide resources for any areas they feel are challenging
* Recognize any accomplishments and celebrate successes
* Ask for feedback
* Document Engage meetings
 |  Date Completed/Initials |
| **Cultural Norms** |  |
| * Discuss office events: how often, how long, counted as lunch, etc.
* Holiday Parties
* Birthday events
* Pot Lucks
* Other:
* State sponsored events
 | Date Completed/Initials  |
| **Mentor (optional)** |  |
| * Check in with any mentors/buddy/sage
 | Date Completed/Initials |
| **Training Core Curriculum** |  |
| * Identify MO Learning courses from the below to complete.

The courses listed below are suggestions only.  If your agency has outlined courses, you can use those instead. The \* denotes courses that don’t have a suggestion for statewide use.First Month: [State of Missouri Onboarding-First Month](https://www.linkedin.com/learning/collections/enterprise/1~AAAAAAIgV7Q%3D865640?u=35674036)* Teamwork – Being an Effective Team Member
* Engage 2.0 – Engage 2.0 Team Member Accelerated Coaching Training
* Cybersecurity - State of Missouri Employee Computer Security Tips
* Communication – Communications Foundations
* Time Management – 5 ways to control your time
* Other:
 |  Date Completed/Initials |
| Other, Customize Here | Date Completed/Initials |