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| **Continuous Improvement/Acknowledgement** |
| * Recognize their first year (email, lunch, etc.)
* Check for REFLECT date
* Ask for any improvements they would suggest for onboarding and remind them to take onboarding survey
 | Date Completed/Initials |
| **Touch base on Performance** |
| * Evaluate the progress of work contribution.

 * Confirm if employee has completed all training.
* Identify additional training needed.
* Set goals to challenge employee.
 | Date Completed/Initials |
| **Role within the Team and Organization** |
| * Verify that the employee understands their role.
* Review placemat with new employee.
* Inquire about inclusivity and belonging
 | Date Completed/Initials |
| **Mentor (optional)** |
| * Identify if employee still needs mentor, buddy, or sage.
* Confirm if employee wants to be a buddy or mentor for a new employee.
 | Date Completed/Initials |
| **Training-Core Curriculum**  |
| * Identify additional MO Learning courses to complete (suggestions below)
	+ [Communicating in the language of leadership](https://www.linkedin.com/learning/communicating-in-the-language-of-leadership?u=35674036)
	+ [Project Leadership](https://www.linkedin.com/learning/project-leadership?u=35674036)
	+ [Overcoming cognitive bias](https://www.linkedin.com/learning/overcoming-cognitive-bias?u=35674036)
	+ [Being a good mentor](https://www.linkedin.com/learning/being-a-good-mentor?u=35674036)
 | Date Completed/Initials |
| **Other – Customize** |
|  | Date Completed/Initials |

General Notes