



UNIVERSITY OF
ARKANSAS



UA ENGAGE
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Bridge Program

Welcoming Team: Preboarding Checklist

Pre-Boarding: after offer letter is signed, before arrival

- Send Welcome e-mail (welcome, introduce yourself, ask if they have any questions)
- Meet with welcoming team
 - One of the [Bridge team](#) members can be invited to join
 - Discuss roles and thoughts on mentoring
- Schedule pre-arrival/pre-start meeting (phone, virtual or in person)
 - See discussion topic list (Appendix D) for conversation suggestions
- Provide relevant information/examples
 - Copies of syllabi
 - Start-up funds application/proposal examples
- Check in to answer any upcoming questions (try for ~1x/month)
 - See discussion topic list (Appendix D) for conversation suggestions