

Welcoming Team: Onboarding Checklist

Upon arrival

- Welcome activity (coffee, lunch)
 - Discuss topics from topic list not yet addressed (Appendix D)
- Campus tour and introductions

1-2 months post arrival

- Discuss/edit success plan (Appendix F-a)
 - They should start this on their own, you are there to advise/edit

End of fall semester

- Discuss annual evaluations, explain the process and preparation

Throughout first year

- Check in ~1x/month to answer questions and discuss progress

End of Y1

- Meet to review and discuss Y1
 - Decide on future interaction
 - Help with filling out gaps in the mentor map (Appendix F-b)
 - Check in on success plan