

Department Chair/Head: Onboarding Checklist Semester 2

Start of Semester 2

- Schedule the required Annual Evaluation & update meeting
 - Discuss Annual Evaluation
 - Check in on Success Plan progress (Appendix F-a)
 - Use the Success Plan to guide & offer targeted support

End of Semester 2

- Schedule an informal meeting (coffee/lunch) to check in
 - Ask about experiences
 - Ask about needs
 - Discuss future mentoring needs and Mentoring Map (Appendix F-b)
- Formally release Welcoming Team
 - Send a Thank You
- Formally appoint Success Team
 - Send Appointment Letter to Success Team members (Appendix K)
 - Share Success Team information with [Bridge Team](#)