

DEPARTMENTAL ONBOARDING



UNIVERSITY OF DELAWARE
HUMAN RESOURCES

DAYS 31-61

The second month of employment can be dedicated to planning. Invest in your employee's professional growth and development from the very start. Though the entirety of the first year of employment is largely dedicated to training and fully understanding their new role, we want our new employees to know that we are invested in their growth with the organization early on.

COMMENCE

- Encourage the employee to [schedule a headshot with OCM](#).

CONNECT

- Introduce the employee to [UD's strategic plan](#).
- Help your employee [set meaningful goals](#).
- Explore ways in which you can help your employee be successful in achieving these goals.
- Explain how the department and employee's goals tie into the UD plan.
- Introduce professional growth and development opportunities offered at UD.
 - [Connecting U](#)
 - [LinkedIn Learning](#)
 - [Academic Impressions](#)

CULTURE

- Introduce [UD's performance appraisal process](#).
- Share activities available for the employee to attend (e.g. a play, sporting event, etc.).

COMMIT

- [Conduct 1:1 meetings](#)
- Conduct 60-day check in. Here are some questions you may want to ask:
 - How are things going?
 - Are you connecting with your peers?
 - How is your workload? Do you feel you have enough work to keep you busy?
 - Are there any areas where you feel you could benefit from additional support or training, or any challenges I can assist with?