



## MANAGER'S TOOLKIT

### First-Month & Six-Month Checklists

#### NEW HIRE INFORMATION

**Start Date:** \_\_\_\_\_

**Employee Full Name:**

\_\_\_\_\_

**Preferred Name:** \_\_\_\_\_

**SJC Email:** \_\_\_\_\_

**Job Title:** \_\_\_\_\_

**Dept Name:** \_\_\_\_\_

**Bldg Name:** \_\_\_\_\_

**Work Site Address:**

Saint Joseph's College, 278 Whites Bridge  
Road, Standish, ME 04084-5263

**Campus Phone/Ext.:** \_\_\_\_\_

**Manager/Supervisor Name:**

\_\_\_\_\_

**Timecard/Time Off Approver (if different  
from Supervisor):**

\_\_\_\_\_

TASK	OWNER	DUE DATE/ INITIALS	NOTES
FIRST MONTH CHECKLIST <ul style="list-style-type: none"> <li>● Continue to clarify roles, responsibilities and expectations as needed and provide ongoing coaching and feedback</li> <li>● Schedule weekly/monthly update meetings as needed</li> <li>● Ensure that any mandatory training has either been completed or is scheduled to be completed</li> <li>● Establish goals for your employee to be met over the next year</li> <li>● Model the kinds of behaviors you would like to instill in your new employees</li> </ul>			

TASK	OWNER	DUE DATE/ INITIALS	NOTES
<ul style="list-style-type: none"> <li>Other _____</li> </ul>			
<p>SIX MONTH CHECKLIST</p> <ul style="list-style-type: none"> <li>Conduct an adaptation review meeting with your employee, providing detailed feedback to the employee on their performance. Complete the Adaptation Performance tool in ADP</li> <li>Ensure that any mandatory training has either been completed or is scheduled to be completed. Identify any other learning opportunities that may be appropriate for the employee.</li> </ul>			

Please use the blanks above to list additional departmental to-do items. Please contact HR if you have any questions.