MANAGER'S TOOLKIT

First-Month & Six-Month Checklists

REHIRE INFORMATION

Start Date: _____

Employee Full Name:

_____

Preferred Name: _____

SJC Email: _____

Job Title: _____

Department Name:

_____

Building 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 ● Continue to clarify roles, responsibilities and expectations as needed and provide ongoing coaching and feedback ● Schedule weekly/monthly update meetings as needed ● Ensure that any mandatory training has either been completed or is scheduled to be completed ● Establish goals for your employee to be met over the next year			

TASK	OWNER	DUE DATE/ INITIALS	NOTES
• Model the kinds of behaviors you would like to instill in your new employees • Other _____			
SIX MONTH CHECKLIST • Conduct an adaptation review meeting with your employee, providing detailed feedback to the employee on their performance. Complete the Adaptation Performance tool in ADP • 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.			

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