

Not all questions listed below will be relevant to you or your role. Please use these questions as an additional tool to staying on track with your personal on-boarding plan.

Pre-arrival

- Who should I contact if I have questions before I start?
- Stress preventing questions:
 - Should I bring a lunch my first day?
 - If driving, where should I park?
 - What time should I be at work my first day?
 - What is the preferred attire in the department?
 - What is the accepted practice for decorating my work space; ie. can I bring photos from home or other personal items?
- What will my schedule look like for my first days?
- If I am the first to arrive, how will I gain entrance? Are there specific keys I need to be issued?

First 30 days

Job related questions

- Are there regular meetings I am expected to attend?
- What training is required for my new position?
- What projects will I initially be working on? What are the deadlines?
- How will I learn about the department or the University's strategic goals for this year?
- When can I see a current job description for my new position?
- What types of decisions need managerial input, or broader input and what types of decisions can be made without input?

Logistics related questions

- What is our department fax number?
- What is the mail code?
- What email distributions lists should I join?
- How do I make long distance phone calls?
- When will I get a tour of the campus?
- What is the procedure for ordering needed supplies?

Department and University questions

- Ask your manager what their communication preferences are, such as; How should I follow up with you or keep you informed of my progress? When I need to ask for direction, do you prefer an email or talking in person?
- What are the department procedures and practices I need to know?
- May I see the department organizational chart?
- How and when will my performance be reviewed?

First 3 months

Ask yourself these questions

Your first 90 days has past and it is time to be meeting with your manager to review your performance and discuss areas for improvement along with setting goals for the next review period. To prepare for your first review, keep in mind:

- What your key accomplishments were for your first 90 days.
- What ways do you think your performance could be improved, and if there are specific tools or training that you think would be beneficial to you.
- Identify the specific goals and objectives, if applicable, that you met.
- What are the top priorities for the department for the next six months?
- What are the measures of success for the projects I am working on or managing?
- Moving forward, what ways can I best add value to our department?

First 6 months to your anniversary date

Take time to reflect on the previous year and address any issues you may have.

- How can you continue to be fully productive, or possibly increase your effectiveness or job satisfaction in some way?
- Identify any recurring hindrances to your productivity or effectiveness and ask for support to minimize or remove those hindrances.
- Talk about career development opportunities, including: If you want to participate in or lead a committee or initiative? Is there another position or department you are interested in learning about?