

# Your First Months

## Settling In and Making Meaningful Contributions

### **YOUR FIRST MONTH**

As you continue to develop in your new role, learn about the organization, build relationships and ensure you've met your deadlines for benefits enrollment. Sign up, as needed, for professional training, and explore GSU's campus.

#### **Schedule, Job Duties, and Expectations**

- Schedule regular one-on-one meetings with your manager.
- Request on-going, meaningful "everyday feedback."
- Feel free to ask questions about the performance management process and compensation system.
- Discuss performance and professional development goals.
- Take on an additional assignment.

#### **Socialization**

- Continue introducing yourself to those inside and outside your department.
- Attend campus events of interest to you.
- Arrange to tour GSU's campus.

#### **Training and Development**

- Sign up for necessary training.

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### **YOUR FIRST THREE MONTHS**

In your first three months, you should become fully aware of your role and responsibilities, begin to act independently and produce meaningful work. As your acclimation to GSU's environment continues, you will embrace your new role at GSU further and further.

#### **Schedule, Job Duties, and Expectations**

- Continue meeting regularly with your manager.
- Prepare for an informal three-month performance check-in. Write down any questions or concerns you may have.
- Develop performance goals and professional development goals.

## Employee Onboarding Checklist

- If relevant, ask about flexible work options.

### Socialization

- “Shadow” your manager at meetings to get exposure to others and learn more about the department and organization.
- Plan lunches with coworkers or someone you have met from another GSU department or school.

### Training and Development

- Be sure to attend an in-person New Employee Orientation session. Provide feedback on the sessions to your manager.
- Ask your manager if you need to complete additional training.
- Seek information about [continued learning opportunities](#).

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## YOUR FIRST SIX MONTHS

As you gain momentum in your work and take the lead on some initiatives, this is a great time to assess what you have done well and what you could have done differently in your first six months. As your work moves forward, continue to develop relationships with peers as go-to partners.

### Schedule, Job Duties, and Expectations

- Prepare for six-month performance review.
- Review progress on performance goals and professional development goals.

### Socialization

- Plan to attend or be involved in an activity outside of your work area.
- Go to GSU events and introduce yourself to others.

### Having Fun

The GSU community embraces the important balance between work and recreation. From tailgating at a GSU sports event to attending a show at the Rialto.