

FIRST 30 DAYS

Complete Planning Session

A crucial step during this period is conducting a Planning Session, where you will discuss and set clear expectations and goals with the employee. This should be completed within the first 30 days of employment.



Critical Actions

- Ensure new team member has selected their benefit elections in Workday and submitted all necessary forms.
- La R.S. Title 17:3311 (A)(3) requires that any Academic, Research Associate and Professional employees who earn leave must certify their leave monthly. Ensure new team member has acknowledged Leave Certification in Workday (leave eligible employees).
- If employee has an office phone number, order business cards. AS900 required if currently in a purchasing freeze.

Training and Development

- Notify the new team member about the annual mandatory annual trainings, which include:
 - *Cybersecurity Awareness Training
 - Louisiana Code of Governmental Ethics/Louisiana Board of Ethics
 - Power-based Violence Prevention and Response (due by 9/30 of each year)
 - Digital Resource and Content Accessibility Awareness
 - *State of Louisiana ADA Compliance Training for Supervisors (required every 3 years).
 - *Must be completed within first 30 days
- Arrange for any necessary training the new employee may need to fully understand job responsibilities.
- Inform them of career development opportunities.

Check-in

During the first 30 days, employees are still discovering some of the ins and outs of their position. As a manager, it is beneficial to allow the employee to reflect on their first 30 days. This check-in gives you time to restate expectations and better understand your employee's strengths and weaknesses.

- You may ask any question(s) you see fit, but the following are recommended for managers to gain insight on the employee's experience:
 - How do you feel after your first month?
 - So far, is your role what you expected it to be?
 - Can you identify any challenges you have experienced within your first 30 days?
 - Do you feel you have the information, tools, and resources you need to do your job successfully?
 - Are you feeling welcomed by the team?
 - How can I further support you in your role?
 - Are there any aspects of our office culture that you are particularly excited about or concerned about?

Resources

- Provide new team member with organizational chart and directory.
- Schedule a check-in meeting, if frequent one-on-one meetings are not currently scheduled.
- Explain all current office and University policies.
- Consider assigning a team member within the department to serve as a mentor for the new team member. This can provide additional support throughout their career at LSU. Mentors play a key role in fostering success and building relationships within the LSU community.
- Inform of any campus events or important employee updates (Fall Fest, Staff Appreciation Week, Open Enrollment, Benefits Fair, W-2s, etc.).