Month 3 Checklist

- Schedule the third new employee meeting within the employee’s first 3 months of employment (utilize Month 3 meeting form)
- Review progress towards completion of department specific online classes and CBLS
- Review departmental travel, expense policies as applicable
- Review Professional Nursing Staff Organization (PNSO) purpose, website as applicable: www.healthsystem.virginia.edu/pub/pnso
  - Make plans for involvement in Shared Governance
- Provide information concerning the Medical Center Employee Council and identify the Employee Council representative in your area
- Begin to discuss immediate (1-6 months) and long-term goals (1-3 years) for the employee. Make sure there is an understanding of the expectations. You will solidify the new employee’s goals during the Month 6 meeting
- Review the purpose and services provided by UVA Care Connection: www.healthsystem.virginia.edu/pub/uvacareconnection
- Review progress made on the employee’s Orientation Competency Assessment Evaluation (OCAE Form) and new hire competency form. Must be completed by the end of the employee’s probationary period
- Provide information on benefits and perks that may be relevant to the new employee: www.hr.virginia.edu/hr-for-you/medical-center/mc-benefits
- Review probationary evaluation process
  - For performance issues—See Human Resources Policy 701 Employee Standards of Performance. Contact Medical Center Employee Relations at 434/243-2618 for guidance
- Communicate your availability to the employee so that he/she knows you are there for support
- Provide departmental Employee Engagement scores and discuss impact plan
Month 3  New Employee Meeting

ACTION ITEMS

☐ Discuss the Medical Center Expectations document with the employee. Have them commit to the expectations by signing a copy to retain in their departmental file.

☐ Discuss how things are going with their Buddy and preceptor (if applicable).

☐ Discuss the 6 Month Celebration. Explain the purpose of the event and encourage them to attend.

☐ Recognize any contributions that have been made by the employee.

☐ Check to make sure they are still wearing the New Employee ID Badge Holder.

QUESTIONS

How would you evaluate your performance within the first three months? (Provide feedback from your perspective as the manager.)

Is there anything we could have done differently to improve your experience and/or help you to assimilate faster? Provide feedback about your Buddy and preceptor (if applicable).
Is there anyone that you would like to recognize for helping you over the past three months?

What can I do to better support you?

Other

Document any pertinent information in Performance Notes (PeopleSoft - ePerformance)