



☐ ☐ ☐ Tiger Pal Checklist

New Employee: _____

Tiger Pal: _____

PRIOR TO START DATE

- Contact the hiring manager or supervisor to ensure an onboarding plan; obtain a copy.
- After orientation, obtain a copy of the new employee's schedule.
- Obtain the new employee's interest sheet from supervisor.

ACTIVITIES TO CONSIDER

- Coordinate an introduction of the new employee to colleagues in the department.
- Invite the new employee to lunch with team members.
- Schedule recurring conversations, perhaps weekly at first.
- Share community resources of interest (shopping, doctors, child care, DMV, etc.) with the new employee.
- Invite the new employee to a social event; share a calendar of events.
- Arrange for or provide a tour of campus.
- Share a list of activities and places in the area that you and your family enjoy.
- Attend a sporting event.
- Introduce the new employee to people outside of your department.
- Arrange for or conduct a tour of local, historical landmarks.
- Share a list of acronyms specific to the department, college, and/or University.
- Celebrate the completion of the employee's first year on the job.