### 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.