Georgia Tech

Newly Hired People Leaders
Professional Development Checklist

This document is designed to assist you, in partnership with and guidance from your manager, with the professional development & training component of your onboarding experience, specifically for your role as a people-leader. In addition to the activities/courses provided, there is space available to add additional training opportunities - both formal and informal - specific to your department/unit/school and role & duties/responsibilities.

Employee Name: _____   **Employee Job Title:** _____

Manager Name: _____   **Employee Start/Hire Date:** _____

Training for **People Leaders**	
Within Your First Month	
The New Employee Experience: "Welcome to Tech" Orientation (online) *You'll be extended a personal invitation to attend by email within 30 days from the Workplace Learning & Professional Development team.*	☐ Complete
OneUSG Connect Training • Introduction to Manager Self-Service for Managers • Approving Time and Absence Requests *Other optional courses are available for those in manager roles. Download the Training Enrollment Guide for support.*	☐ Complete
Workday Financials Training (role specific) • Workday Overview and Basics (recommended) • PCard Training and Certification (required, as applicable) *Other recommended/optional courses are available. Download Recommended and Required Training by Role Guide for support.*	☐ Complete
New Hire Learning and Compliance	☐ Complete
30/60/90-Day Conversation Guide	☐ Complete
Manager Resources (review)	☐ Complete
Within Your First Two Months	
Trust, Clarity, and Ownership	☐ Complete
Fierce Conversations	☐ Complete
Within Your First Three Months	

The New Employee Experience: "Managing Your Performance the Georgia Tech Way" (virtual)	☐ Complete
The New Employee Experience: "Leaders Panel" *Session is offered quarterly. You will be automatically scheduled/registered after participation in "Welcome to Tech" Orientation.*	☐ Complete
Gaining Buy-In	☐ Complete
Human Resources Knowledge Development	☐ Complete
Within Your First Six Months	
The New Employee Experience: "Seizing Your Career the Georgia Tech Way" (virtual)	☐ Complete
Additional Training	
	☐ Complete
	☐ Complete
	☐ Complete
	☐ Complete
	☐ Complete
	☐ Complete
	☐ Complete
	☐ Complete
	☐ Complete
	☐ Complete

\\\

Supplemental Resources

In addition to this checklist, here are additional resources to aid you in in the performance management component of your onboarding process.

- **One-on-One Meeting Form**
  This document will help structure and guide your regularly scheduled one-on-one conversations with your manager, documenting your efforts, progress, and needed support in the obtainment of your goals.

- **Performance Management Website**
  - **Review for Probationary Period Form**
    This form is used to evaluate your performance/work behavior at the

conclusion of your first six months of employment and can be used in discussions with you manager as you establish work expectations with them during that period.

- **Values-Based Goal Setting Form**
  This form is used once you have completed your first six months of employment and are transitioning into the annual review cycle; you and your manager will use this to establish your S.M.A.R.T goals and tie your work back to the Institute Values, including career/professional development activities.