

# Newly Hired People Leaders

## Professional Development Checklist

This document is designed to assist you, specifically in your role as a people leader. In addition to the activities/courses provided, there is space available to add additional learning opportunities - both formal and informal - specific to your department/unit/school, role, duties, and responsibilities. We encourage you to continue your journey as a lifelong learner, below are resources to help you along the way.

Employee Name: \_\_\_\_\_ Employee Job Title: \_\_\_\_\_

Manager Name: \_\_\_\_\_ Employee Start/Hire Date: \_\_\_\_\_

### Learning for People Leaders

#### Within Your First Month

<b><u>How to Navigate this Checklist and the Learning Portal Quick Reference Guide</u></b> (review)	SP	<input type="checkbox"/> Complete
<b><u>The New Employee Experience: “Welcome to Tech” Orientation</u></b> <i>You’ll be extended a personal invitation to attend by email within 30 days from the Workplace Learning &amp; Professional Development team. If you have yet to experience this session and are still interested in attending, please email the Workplace Learning &amp; Professional Development team at <a href="mailto:training@gatech.edu">training@gatech.edu</a>.</i>	IL	<input type="checkbox"/> Complete
<b><u>OneUSG Connect Training</u></b> <ul style="list-style-type: none"> <li><a href="#">Introduction to Manager Self-Service for Managers</a></li> <li><a href="#">Approving Time and Absence Requests</a></li> </ul> <i>Other optional courses are available for those in manager roles. <a href="#">Download the Training Enrollment Guide</a> for support.</i>	SP	<input type="checkbox"/> Complete
<b><u>Workday Financials Training</u></b> (role-specific) <ul style="list-style-type: none"> <li><a href="#">Workday Overview and Basics</a> (recommended)</li> <li><a href="#">PCard Training and Certification</a> (required, as applicable)</li> </ul> <i>Other recommended/optional courses are available. <a href="#">Download Recommended and Required Training by Role Guide</a> for support.</i>	IL	<input type="checkbox"/> Complete
<b><u>New Hire Learning and Compliance</u></b> <i>Learn about the new hire compliance program designed to address the most pressing risks facing the modern university campus.</i>	SP	<input type="checkbox"/> Complete
<b><u>30/60/90-Day Conversation Guide</u></b> <i>This resource will be helpful as you shape your actions to make the greatest impact within your first ninety days and beyond.</i>	SP	<input type="checkbox"/> Complete
<b><u>Manager Resources</u></b> <i>Here you will find HR topics and tools that people leaders will likely need access too along the way.</i>	SP	<input type="checkbox"/> Complete

**Within Your First Two Months**

<b><u>How to Be an Effective Remote Manager</u></b> <i>If you find yourself managing in a hybrid work environment, here is a learning resource.</i>	SP	<input type="checkbox"/> Complete
<b><u>Trust, Clarity, and Ownership</u></b> <i>Click the link to select and register for the best date and time to attend this instructor-led-course</i>	IL	<input type="checkbox"/> Complete
<b><u>Fierce Conversations</u></b> <i>Click the link to select and register for the best date and time to attend this instructor-led-course</i>	IL	<input type="checkbox"/> Complete

**Within Your First Three Months**

<b><u>The New Employee Experience: “Managing Your Performance the Georgia Tech Way”</u></b> <i>Click the link to select and register for the best date and time to attend this instructor-led-course</i>	IL	<input type="checkbox"/> Complete
<b><u>The New Employee Experience: “Leaders Panel”</u></b> <i>The session is offered quarterly. You will be automatically enrolled after participation in the “Welcome to Tech” Orientation.</i>	IL	<input type="checkbox"/> Complete
<b><u>Gaining Buy-In</u></b> <i>Explore this resource to learn best practices on gaining buy-in across campus in order to move initiatives forward.</i>	SP	<input type="checkbox"/> Complete
<b><u>Human Resources Knowledge Development</u></b> <i>Learn to address some of the most common HR topics that people leaders find themselves facing.</i>	SP	<input type="checkbox"/> Complete

**Within Your First Six Months**

<b><u>The New Employee Experience: “Seizing Your Career the Georgia Tech Way”</u></b> <i>Click the link to select and register for the best date and time to attend this instructor-led-course</i>	IL	<input type="checkbox"/> Complete
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**Additional Learning**

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## Supplemental Resources

In addition to this checklist, here are additional resources to aid you 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.