



# New Employee Meetings Guide

## Month 1

### Month 1 Checklist ✓

- Schedule the second new employee meeting within the employee's first month of employment (utilize Month 1 meeting form)
- Discuss department/unit's role in the division, reporting structure, and line-of-sight to Organizational Goals
- Touch base with the employee's Buddy and preceptor to see how they are doing
- Review Medical Center communication strategies, including KnowledgeLink, the Link, Employee Forums (Uteam meetings), departmental meetings, newsletters, etc.
- Review Medical Center dashboards, as applicable (i.e., Quality, Patient Satisfaction, etc.)
- Discuss the performance appraisal process: *every July.*  
[www.healthsystem.virginia.edu/pub/human-resources/leadership-tools/performance-management](http://www.healthsystem.virginia.edu/pub/human-resources/leadership-tools/performance-management)
- Review departmental meetings and participation expectations
- Review department/unit organizational structure
- Review Messenger Mail procedures (provide departmental box number)
- Explain the purpose and services of Employee Health:  
[www.healthsystem.virginia.edu/pub/employee-health](http://www.healthsystem.virginia.edu/pub/employee-health)
- Explain the purpose and services provided by The Faculty and Employee Assistance Program (FEAP):  
[www.healthsystem.virginia.edu/pub/feap](http://www.healthsystem.virginia.edu/pub/feap)
- Communicate your availability to the employee so that he/she knows you are there for support



# Month 1 New Employee Meeting

- Discuss the Medical Center Expectations document with the employee. For this meeting, focus on how the employee's contributions impact the mission, vision, and values of the organization
- Discuss how things are going with their Buddy and preceptor (if applicable)
- Discuss how they are adjusting to Charlottesville (if applicable). Ask if they need any additional resources to assimilate at a faster rate
- 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 month?  
*(Provide feedback from your perspective as the manager).*

I feel that overall I am starting to adjust to the operating room environment. I am becoming familiar with the layout and am getting comfortable understanding my duties as an OR RN.

How do you feel about the interactions you have had with your team?  
With management?

Overall I am very happy with my interactions with the team. People are receptive to my classmates and myself. Everyone is always ready to teach and energetic. I also feel happy about my interactions with management.

I know that they are always available for support. I feel comfortable approaching them and know they have my best interest in hand.



What has been the most challenging aspect of your job? What has been

most rewarding?

The most challenging aspect of this job is learning from others. Every person wants to teach (which is awesome) but every person also wants you to do tasks the exact way they taught you, even if you do it a slightly different way, even if it produces the same result, so it can be frustrating. The most

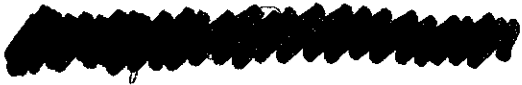
What can I do to better support you? rewarding part of the job is gaining

skills specific to the OR. Another rewarding aspect of the job is being helpful - I know I have a job and I know when I complete the job successfully everything goes smoother, which is very rewarding.

Other  I feel very supported!

Thanks for a great first month! ☺

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



# New Employee Meetings Guide

## Month 3

### Month 3 Checklist ✓

- Schedule the third new employee meeting within the employee's first 3 months of employment (utilize Month 3 meeting form)
- Review departmental travel, expense policies as applicable
- Review Professional Nursing Staff Organization (PNSO) purpose, website as applicable: [www.healthsystem.virginia.edu/pub/pnso](http://www.healthsystem.virginia.edu/pub/pnso)
- 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](http://www.healthsystem.virginia.edu/pub/uvacareconnection)
- Review progress made on the employee's Orientation Competency Assessment Evaluation (OCAE 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](http://www.hr.virginia.edu/hr-for-you/medical-center/mc-benefits)
- 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



# Month 3 New Employee Meeting



- 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.)*

I would evaluate my overall performance within the first three months as great! While I have had some hiccups because of nerves and new learning materials I feel like I am slowly getting the hang of it!

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)*.

I have been really happy about my Buddy. [REDACTED] is always available and gives me great pointers. Each day my preceptor changes but I'm okay with this because

it allows me to learn differently from each person and helps me see things from a different perspective.



What do you think you would like to be recognized for helping you over the past three months?

I really appreciate [redacted] [redacted] is a scrub technician and is a GREAT teacher. He made me feel confident and competent - two critical components needed in the OR staff. [redacted] let me work independently but also

was able to step in and teach me new material. [redacted] doesn't micromanage

but allows the new RNs to learn on their own, which ~~is~~ at first <sup>seems</sup> daunting but ultimately is the best way to help others learn. I can't say enough good things

about [redacted] and I hope he likes the other new RNs as much as we like him!

I feel very supported here and love that I am able to approach the leadership team whenever I need them. Everyone's approachability and eagerness to teach makes me feel welcomed and safe in my new nursing practice.

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

Thank you for a great first three months!



# New Employee Meeting Guide

## Month 6

### Month 6 Checklist ✓

- Schedule the fourth new employee meeting within the employee's first 6 months of employment (*utilize Month 6 meeting form*)
- Schedule a "skip-level meeting" for the new employee to meet with your boss
- Review opportunities to get involved in committees, activities within and outside of the immediate work area
- Review educational assistance opportunities:  
[www.healthsystem.virginia.edu/pub/human-resources/benefits-perks/education-benefits](http://www.healthsystem.virginia.edu/pub/human-resources/benefits-perks/education-benefits)
- Discuss the Medical Center's Employee Referral Program. Encourage them to "recruit" their friends:  
[www.healthsystem.virginia.edu/pub/human-resources/careers/employee-referral-program](http://www.healthsystem.virginia.edu/pub/human-resources/careers/employee-referral-program)
- The employee is approaching the end of his/her probationary period (exception: RN Clinician 1). If there are performance issues, be sure to partner with Human Resources prior to the end of this period—See Human Resources Policy 701 Employee Standards of Performance. Contact Medical Center Employee Relations at 434/243-2618 for guidance.
  - Complete probationary paperwork
- Communicate your availability to the employee so that he/she knows you are there for support
- Other

- Other



# Month 6 New Employee Meeting

## 9 ~~AGENDA~~

- Check to make sure the new employee has received an invitation to the 6 Month Celebration. Answer any questions the employee might have about the event
- Recognize any contributions that have been made by the employee
- Complete the employee's OCAE form by the end of the sixth month probationary period (1 year for RN Clinician 1s)
- Discuss how things are going with their Buddy and preceptor (if applicable)  
Lindsay Staton.



## QUESTIONS

How would you evaluate your performance within the first 6 month?  
*(Provide feedback from your perspective as the manager.)*

I am confident overall in the operating room. I am still learning how to navigate through different surgeries; including the neuro surgeries because I am new to the neuro team. Overall, its been a great learning experience.

What improvements would you like to see within our department?

I would like to see more communication and more opportunities to orient to new surgeries, even though we are now off orientation.





~~What knowledge/experiences are you hoping to gain in the coming year?~~  
(Prepare appropriate developmental activities prior to the Year 1 new employee meeting.)

• More leadership experiences and the opportunity to teach others!

Follow up on the goals discussion from the Month 3 meeting.  
What are your short-term and long-term goals?

[Empty box for short-term and long-term goals]

Other

Overall, I am happy. Thank you for a great experience here at UVA OR!

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