ONE YEAR

Check-in

- Discuss any changes to the organizational vision and strategic plans for both the university and unit.
- Check in on job performance, work goals, and future expectations to ensure that the employee is performing at the best of their ability.
- The following questions are recommended when understanding your employees experience:
  - Are there any specific achievements you are particularly proud of?
  - What areas/tasks/projects are you enjoying the most within your position?
  - What are some elements of the position you are not enjoying as much?
  - What challenges have you faced in the last few months, and how have you addressed them?
  - Are there any skills you would like the opportunity to develop more?
  - Are there any areas where you feel you could benefit from additional trainings or resources? So far, what trainings or resources has been most effective/beneficial?
  - Is there any professional development that interest you? (Including offerings on campus)
  - How can I further support you in your role?
  - Where do you see yourself in the next year within LSU?
  - What can we do to help you achieve your professional goals?
- Assess the job description to identify any new responsibilities that should be included.

Build Relationships

- Celebrate employee's achievement of 1 year of service. Here are some ideas to celebrate this milestone:
  - Write a heartfelt note or letter expressing gratitude for their hard work and dedication.
  - Acknowledge the employee's anniversary in a team meeting or an office-wide email. Highlight their achievements and contributions.
  - Decorate their desk with balloons, banners, and a card signed by the team.
  - Take them to coffee or lunch.

ONE YEAR

Resources

- Employee is now eligible for tuition exemption.
- Inform of any campus events or important employee updates (Fall Fest, Staff Appreciation Week, Open Enrollment, Benefits Fair, W-2s, etc.).