

Newly Promoted People Leaders Of Student Employees

Professional Development Checklist

Congratulations! 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 Newly Promoted People Leaders		
How to Navigate this Checklist and the Learning Portal Quick Reference Guide (review)	SP	<input type="checkbox"/> Complete
OneUSG Connect Training <ul style="list-style-type: none"> Introduction to Manager Self-Service for Managers Approving Time and Absence Requests <p><i>Other optional courses are available for those in manager roles. Download the Training Enrollment Guide for support.</i></p>	SP	<input type="checkbox"/> Complete
Resources for Hiring Departments <i>Here you will find additional resources, policies, and tools for recruiting and hiring student employees.</i>	SP	<input type="checkbox"/> Complete
Managing and Developing Student Employees <i>Click the link to select and register for the best date and time to attend this instructor-led-course.</i>	SP	<input type="checkbox"/> Complete
How to Be an Effective Remote Manager <i>If you find yourself managing in a hybrid work environment, here is a learning resource.</i>	SP	<input type="checkbox"/> Complete
Manager Resources <i>Here you will find HR topics and tools that people leaders will likely need access to along the way.</i>	SP	<input type="checkbox"/> Complete
Trust, Clarity, and Ownership <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
Podcast: The Student Employee Experience Series <i>Listen to different student employee experiences and learn best practices for keeping student employees engaged and learning.</i>	SP	<input type="checkbox"/> Complete

Additional Learning	
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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.