

**University of Wisconsin La Crosse**

**Student Affairs and Diversity & Inclusion**

**Starting Week Schedule**

**Employee Name: ­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Position: ­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Monday, December 10, 2018**

8:00 – 9:00 am Meet with supervisor & office introductions/orientation

9:00 – 10:30 am Staff meeting

10:30 – 11:30 am Meet with Vice Chancellor Vitaliano Figueroa & Barbara Stewart

11:30 – 1:00 pm Lunch meeting with unit members – tour Union Dining options

1:00 – 2:00 pm Residence Life – Lisa Weston & Patrick Heise

2:00 – 3:00 pm Office of Multicultural Student Services – Antoiwana Williams & Richard Sims

3:00 – 4:30 pm Review UWL website links

**Tuesday, December 11, 2018**

8:00 – 9:00 am Meet with assigned mentor

9:00 – 10:30 am Meeting with Business Services for PCard training

10:30 – 12:00 pm Review access to necessary systems and training of systems

12:00 – 1:00 pm Lunch in office with team

1:00 – 2:30 pm Campus tour

2:30 - 4:30 pm Mandatory training

**Wednesday, December 12, 2018**

8:00 – 9:00 am Meet with supervisor to discuss 30, 60 & 90 day plan and key goals

9:00 – 10:30 am Complete Driver’s Authorization, obtain Eagle ID & get website photo

10:30 – 12:00 pm Meeting with Business Services for WISDM Training

12:00 – 1:00 pm Lunch

1:00 – 2:00 pm Time with mentor to review office items

2:00 – 3:00 pm Mandatory training

3:00 – 4:30 pm Meet with supervisor for status update

**Thursday, December 13, 2018**

8:00 – 9:00 am Meeting with key stakeholders

9:00 – 10:30 am Finish mandatory trainings

10:30 – 11:30 am Start working on projects

11:30 – 1:00 pm Lunch

1:00 – 2:00 pm Meet with supervisor to discuss committee work

2:00 – 3:00 pm Meet with Andrew Ives in Student Life to discuss WINS

3:00 – 4:30 pm Review appropriate department policies and procedures

**Friday, December 14, 2018**

8:00 – 9:00 am Meet with mentor

9:00 – 10:30 am Meet with office staff to understand unit roles

10:30 – 11:30 am Work on prioritizing work

11:30 – 1:00 pm Lunch

1:00 – 2:00 pm Meet with key stakeholders

2:00 – 3:00 pm Meet with HR

3:00 – 4:30 pm Discuss week with supervisor and mentor