

**University of Wisconsin La Crosse**

**Student Affairs and Diversity & Inclusion**

**30, 60, & 90 Day Plan**

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

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

**First 30 Days**

1. Learn about office functions & services
2. Clearly understand responsibilities
3. Meet with office members
4. Meet new business contacts daily
5. Review and discuss position description and expectations
6. Review policy & procedures directly related to position (supervisor provide list)
7. Create weekly or biweekly meetings with key stakeholders related to position
	1. Supervisor provide a priority list
	2. Supervisor provide a secondary list
8. Review key software to be utilized for the specific position
9. Continue to build campus relationships

**First 60 Days**

1. Connect with key groups & organizations related to the position
	1. Governance groups
		1. Academic Staff Council
		2. University Staff Council
		3. Faculty Senate
		4. Student Association
	2. Student Organizations – supervisor provide list of key orgs
2. Determine strengths, challenges & opportunities-if appropriate
3. Continue to integrate with manager & leadership team
4. Relationship building with divisional partners

**First 90 Days**

1. Continue to explore different professional development opportunities

**Key Goals**

1. Complete mandatory training
	1. FERPA
	2. Sexual Harassment
	3. Data Security
2. Understand & Priorities
	1. Supervisor provide list (ex. projects & initiatives
3. Understand expectations
4. Develop SMART goals for upcoming year (specific, measureable, achievable, relevant & time bound)

**Upcoming Office Events**

1. Thanksgiving Pot Luck 11/21/2018
2. Secret Pal Program 12/1/2018 -12/14/2018
3. Family Giving Program 12/14/2018

**Upcoming Divisional Events**

1. Chancellor’s Open Forum 12/11/2018
2. Division hosted basketball game 1/24/2019
3. Spring Address 2/18/2019
4. End of Year Address 5//10/2019
5. Commencement 5/12/2019

**Potential Committee Involvement**

1. Search & Screens
2. Governance Groups
3. Other important groups for position