

## Onboarding Plan

| Supervisor | Department |
|------------|------------|
| Buster     | Athletics  |
| Employee   | Position   |
| Joe Bronco | Mascot     |

Fill in Supervisor, Department, Employee, and Position

Start Date  
3/1/23

Enter Start Date for OnBoarding Plan and Action/Milestones Dates will automatically update.

Supervisor & Employee should meet after each Action/Milestone Date for a collaborative feedback session and document accomplishments, opportunities, and make any necessary adjustments to the onboarding schedule (if needed). The primary goal is for the Supervisor to provide support and mentorship and provide the Employee the ability to ask questions, share ideas, and receive helpful insights to set the foundation for a long successful WMU career path.

| Actions / Milestones |               |               |               |
|----------------------|---------------|---------------|---------------|
| Priorities / Focus   | (Milestone 1) | (Milestone 2) | (Milestone 3) |

Insert chosen milestones

March 31, 2023      April 30, 2023      May 30, 2023

|     |                            |                             |                                |                             |
|-----|----------------------------|-----------------------------|--------------------------------|-----------------------------|
| # 1 | WMU Culture                | Review history of WMU       |                                |                             |
|     |                            | Do a campus tour            |                                |                             |
|     |                            | Meet with Team Members      |                                |                             |
|     |                            | Meet with Coaches           |                                |                             |
| # 2 | Mascot Celebration Routine | Practice simple dance steps | Incorporate additional dance   | Attend a special event      |
|     |                            | Study cheer routines        | Do cheer routines with costume | Perform at a sporting event |
|     |                            | Meet Cheer and Dance Team   | Practice with Cheer/Dance Team |                             |
|     |                            | Attend sporting events      | Special Event expectations     |                             |
| # 3 |                            |                             |                                |                             |
|     |                            |                             |                                |                             |
|     |                            |                             |                                |                             |
| # 4 |                            |                             |                                |                             |
|     |                            |                             |                                |                             |
|     |                            |                             |                                |                             |
| # 5 |                            |                             |                                |                             |
|     |                            |                             |                                |                             |
|     |                            |                             |                                |                             |

| Status Updates       |                      |                      |
|----------------------|----------------------|----------------------|
| (Milestone 1) Status | (Milestone 2) Status | (Milestone 3) Status |

|  |  |  |
|--|--|--|
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

List priorities for the new employee that are critical to be successful in the role.

Enter specific actions the new employee needs to do within each milestone.

