



Goals: You have *gained momentum and are productive and independent, you have begun to take the lead on some initiatives, and have built some relationships with peers as go-to partners. You feel confident and engaged in your new role while continuing to learn. This is a great time to assess what you have done well and what you could have done differently in your first six months.*

Schedule, Job Duties, and Expectations

- Continue meeting regularly with your supervisor.
- Check in with your manager regarding performance and development at the four month mark.
- Prepare for your six-month performance review.
- Review progress on performance goals and professional development goals.
- Document your performance and future goals.

Socialization

- Plan to attend or be involved in an activity outside of your work area.
- Attend UTHealth events (such as dedications, commencements or awards celebrations, and introduce yourself to others).

Learning & Development

- Review past development goals with your supervisor.
- Discuss and plan development opportunities and resources with your supervisor.



Goals: You are *fully engaged in your new role – you apply skills and knowledge, make sound decisions, contribute to team success, understand how your role affects others in the organization, and have developed effective working relationships. You have a strong understanding of UTHealth's mission and culture. You continue to be engaged in your role and have a greater confidence in position. You begin to take on additional assignments and may work with a level of autonomy.*

Schedule, Job Duties, and Expectations

- Prepare and complete your annual performance review.
- Document your accomplishments as well as feedback from others regarding your work.
- Set goals and development objectives for the upcoming year.
- Meet with your supervisor to review your annual performance review.

Socialization

- Find opportunities to participate in either a professional group in your field or on a cross-functional team.
- Provide feedback and suggestions on ways to enhance the onboarding experience. What might improve this process for new employees?

Learning & Development

- Discuss completed training and future development needs and opportunities.