

SAVANNAH STATE UNIVERSITY
New Hire
Six or Twelve-Month checklist

- Conduct a probationary review meeting with your employee (at the six-month or twelve month point) and provide detailed feedback to employee on his/her performance.
- Identify any areas that require further development or remediation.
- Facilitate enrollment in any required learning/training courses, if applicable (sexual harassment, leadership skills, computer skills, etc.)
- Establish goals for your employee to be met over the next year or two.
- Ensure that any mandatory training (i.e. Ethics Training) has either been completed or is scheduled to be completed. Identify any other learning opportunities that may be appropriate for the employee.