

NKU recognizes the importance of providing all new employees (faculty and staff) with a successful transition into their new career at the University and opportunities to gain the knowledge and skills that encourage excellence in their new role.

The purpose of this document is to provide new employees with a tool that allows for recognizing what goals to pursue and trainings required to advance their understanding of NKU and their role / job function, as well as track when required and completed. There are generally four categories under which these training fall: Foundation, Functional, Advanced, and Optional. Below depicts a description of each category. On the following pages, you will find a listing of those categories with applicable trainings, as well as a template for your supervisor / manager (or trainer) to complete and better inform you of training (topics) required for your role / job function.

Foundational	Functional	Advanced	Optional
<ul style="list-style-type: none">• Foundational training are those core courses that employees are required to complete at an institutional level	<ul style="list-style-type: none">• Functional training, typically performed on-the-job (and potentially training offered outside of department) are those courses that employees are required to complete as part of their role / job function	<ul style="list-style-type: none">• Advanced training are those courses that further develops the employee with their role / job function, after building competencies (and proficiency) with functional learning and tasks	<ul style="list-style-type: none">• Optional training are those courses that are beneficial but may or may not be necessary to be successful in the role / job function

Note: Faculty must complete the foundational training listed in this document and should refer to an already established training plan for their functional, advanced, and optional training as established by Academic Affairs and/or College or Department.

New Employee Goals

By 30 Days

- **Learn the Tools of the Institution / Department:** This includes policies, systems, process, procedures and other resources for your role
- **Become Familiar with Role / Job Function:** This includes expectations (short-term and long-term), how performance will be evaluated, breaks and lunch, attendance, etc.
- **Become Comfortable With The Culture:** This includes participation in required training (e.g. online orientation, compliance, etc.), engagement in university events and activities
- **Build Relationships:** This includes meet & greet meetings and/or lunch with co-workers and people to know
- **Accomplish A Small Goal:** This includes determining if there are any quick-hits that you can immediately contribute to the team, learning faces and names, etc.
- **Check on Your Progress:** This includes a 30-day check-in meeting with supervisor to see how things are going and for you to provide feedback to your supervisor; Refer to the [30-, 60-, 90-Day Performance Evaluation](#) form to assist with the conversation and tracking of current state and future expectations

By 60 Days

- **Begin to Extend Network:** This includes making connections that may help to expedite your learning and achievement of work and professional tasks
- **Become Comfortable Speaking Up:** This includes contributing to the conversation and sharing your expertise and thoughts about issues, potential process improvements, etc.
- **Consider Joining a Committee:** This includes serving any personal interest that you may have an interest in, such as an Employee Resource Group, volunteer opportunities, etc.
- **Continue to Complete Required Compliance Training:** This includes the next set of assigned course(s) for this period
- **Continue to Work on Small Goal:** This refers to what you've dedicated your time to as a small goal during your first 30 days
- **Check on Your Progress:** This includes a 60-day check-in meeting with supervisor to see how things are going and for you to provide feedback to your supervisor; Refer to the [30-, 60-, 90-Day Performance Evaluation](#) form to assist with the conversation and tracking of current state and future expectations

By 90 Days

- **Reflect on Your Progress:** This includes your level of success at the goals listed for 30 and 60 days and your comfort level within your role, team, department, and university
- **Seek Additional Learning Opportunities:** This includes referring to internal resources and recommendations from supervisor and co-workers as part of continuous learning
- **Become Comfortable Managing All Responsibilities:** This includes the ability to juggle multiple tasks and cope with the daily grind of the role / job function
- **Determine If Ready For More Responsibilities:** This includes making sure that you are engaged and challenged in a way that keeps your motivated and dedicated to your role, team, department, and institution
- **Conclude Probationary Period:** This entails a 90-day check-in meeting with supervisor to determine extent to which expectations have been met or needs to be met and future of work; All supervisors are to complete the [30-, 60-, 90-Day Performance Evaluation](#) form as a record and to signify to HR the status of an employee's performance at the end of the 90-day period

New Employee Training Schedule

All new employees (faculty and staff) are required to complete the foundational training as listed in the following matrix.

Foundational			
Course	Required Completion Timeframe	Platform	Date Completed
1. New Employee Online Orientation	by end of <u>1st week</u> of start date	Canvas	
2. New Employee Benefits Orientation	within <u>30 days</u> of start date	In-person / webinar by invitation	
3. New Employee Compliance Training - 30-Days	within <u>30 days</u> of start date	Vector Solutions	
4. New Employee Compliance Training - 60-Days	within <u>60 days</u> of start date	Vector Solutions	
5. New Employee Compliance Training - 90-Days	within <u>90 days</u> of start date	Vector Solutions	
6.			
7.			
8.			

New Employee Training Schedule - Templates

The following pages contain a template for each stage of the new employee's training. If not already completed by supervisor or assigned buddy/trainer, collaborate on the development of the templates.

Functional			
Course / Topic / Task	Required Completion Timeframe	Platform	Date Completed
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			

Advanced			
Course / Topic / Task	Required Completion Timeframe	Platform	Date Completed
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			

Optional			
Course / Topic / Task	Required Completion Timeframe	Platform	Date Completed
1. Credibility / Character Strengths Training		VIA Strengths Survey	
2. PERMA Training		PERMAH Workplace Survey	
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			

Note: Topics already listed may be required for specific programs (e.g., for New Manager Program, etc.).