

# **Vice President for Student Success**

## New Employee Leaning Plan Template

[Employee Name]

[Employee Office]

[Employee Position]

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| **30 DAYS *(Or another time period)*** |
| *Sample Learning Objectives* | *Due Dates, Examples of completion, or Blank for employee to fill in with progress* |
| Learn and gain access to tools |  |
| Learn office and division culture |  |
| Complete a project (you can name a specific one, or list examples for employee to choose) |  |
| Achieve a goal (name specific goal, or give options) |  |
| Sign up for and complete required trainings |  |
| *You can add more to this list, or take away as you see fit* |  |

I’ve met with my supervisor about my 30 day progress: [ ]

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| **60 DAYS *(Or another time period)*** |
| *Sample Learning Objectives* | *Due Dates, Examples of completion, or Blank for employee to fill in with progress* |
| Complete a large project |  |
| Become comfortable with long-term responsibilities |  |
| Gain knowledge/work with other Division offices |  |
| Attend new employee program(s) |  |
| Understand office processes (metrics, meetings, daily tasks) |  |

I’ve met with my supervisor about my 60 day progress: [ ]

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| **90 DAYS *(Or another time period)*** |
| *Sample Learning Objectives* | *Due Dates, Examples of completion, or Blank for employee to fill in with progress* |
| Complete an independent project |  |
| Volunteer to help another office |  |
| Take on bulk (if not all) job responsibilities |  |
| Manage all responsibilities independently |  |

I’ve met with my supervisor about my 90 day progress: [ ]