There are people in your faculty/department with whom your new employee might need to meet in order to feel better connected and able to succeed in his/her role. It is critical for a new employee to feel connected to the organization/department as early as possible. Work with your onboarding coordinator to ensure meetings are booked as appropriate in people's calendars for the first couple of weeks

**Suggested meetings:**

* Meeting with manager to discuss role, review and clarify expectations, discuss training, etc.
* Introductory one on one meetings with key colleagues in the faculty/department
* If the new hire will be managing employees, an introductory team meeting on the first day
* Introductory meeting with senior leaders (e.g. Dean, Department Head, Director, etc.)
* Meetings with key stakeholders in other departments/areas across the university
* Meeting with the HR Advisor/Partner, Finance Partner, and/or IT Partner
* Meeting with administrative support (if provided)
* For new leaders, they should be introduced to key committees, partnerships and initiatives within their first month