|  | CHECKLIST On-Boarding New Team Members |
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|  | PURPOSE  This tool provides a list of actions that need to take place to effectively on-board a new UBT member.  When to Use  Use this tool when a new person joins your UBT.  Who Uses  Co-leads.  How to Use  Follow the checklist of all the actions that need to take place to effectively on-board a new team member. |
|  | |  |  | | --- | --- | | On-Boarding New UBT Members | | | Name: |  | | Date Joining Team: |  | | Initial Orientation Meeting Date/Time: |  | | Co-lead Responsible for Initial Orientation: |  |  |  | | --- | | Topics to Be Covered in Orientation | | **Names of the Team Members** | |  | | **Roles of the Team Members** | |  | | **Roles of the Co-Leads** | |  | | **Roles of the Sponsors** | |  | | **Context for Why We Have A UBT** | |  | | **Strategic Team Goals That Tie to Regional Goals** | |  | | **Current Performance Improvement Projects** | |  | | **Training Requirements and Time Line for Training** | |  | | **UBT Meeting Schedule and Next Meeting Date** | |  | |