

Welcome to WNMU!

Congratulations and welcome to Western New Mexico University We're excited to have you on board. This 90-day plan is designed to get you up and running in your new role.

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MEET YOUR TEAM

YOUR TEAM	EXTENDED TEAM
<List teammate name> <Phone extension> <Email address>	<List teammate name> <Phone extension> <Email address>
Buddy/Mentor	Additional Team Members

SUPPORTING TEAM	OTHER PEOPLE TO MEET - RESOURCES

YOUR FIRST DAY/WEEK

- Attend new employee orientation/training (as scheduled)
- Get set up with computer/systems/passwords/phone/workspace/key/badges/etc.
- Don't forget your Mustang ID card for fabulous deals around campus aka \$3 lunch
- Tour the campus/office with your manager (orientation provides a full campus tour)
- Have lunch with your buddy!
- Start your 90-day plan

For a digital copy of this document, please visit the Business Affairs Canvas shell

90-Day Milestones

I understand WNMU’s goals, values, and culture	<ul style="list-style-type: none"> • Learn about WNMU’s mission • Live the WNMU values • Read our goals for the year • Learn about persona
I know my team	<ul style="list-style-type: none"> • Schedule 1:1s with teammates and peripheral team members • Schedule 1:1s with your manager • Ask your manager to add you to appropriate systems/accesses • Ask your manager to add you to team meeting invites
I know my role	<ul style="list-style-type: none"> • Read your team goals and understand which you will impact • Talk with your manager about your first assignment

GUIDING THOUGHTS

- Give yourself the space to observe, learn, and think: don't get pulled into the minutia of decision-making or project involvement too early. (There's plenty of time for that.) In your first 30 days, try to focus on getting comfortable and seeing how things work.
- Relationships matter: By day 60, you'll be in implementation mode, so in your first two months spend time meeting people and creating the foundations of great relationships.
- Seek first to understand: Challenge why things are the way they are. There's always a reason, (sometimes not a good one), but learn as much as you can before critique too quickly turns to criticism.
- Ask questions: People can't help you if they don't know what you're struggling with or curious about. Cultures based on pen principles require full disclosure, as well as acceptance and respect for candor and courage.
- For our faculty members, the department admin is a valuable resource for questions/challenges related to university business.
- By Day 90, you’ll be well on your way to optimizing what you’ve learned.



90-DAY ONBOARDING PLANNING GUIDE

30-60-90 Day Plan

List high-level milestones for the first 30 days

Status

**30 Days
LEARN**

List high-level milestones for the next 30 days

**60 Days
IMPLEMENT**

List high-level milestones for the FINAL 30 days of the plan

**90 Days
OPTIMIZE**