|  | CHECKLISTOn-Boarding New Team Members |
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|  | PURPOSEThis tool provides a list of actions that need to take place to effectively on-board a new UBT member.When to UseUse this tool when a new person joins your UBT.Who UsesCo-leads.How to UseFollow the checklist of all the actions that need to take place to effectively on-board a new team member. |
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| On-Boarding New UBT Members |
| Name: |  |
| Date Joining Team: |  |
| Initial Orientation Meeting Date/Time: |  |
| Co-lead Responsible for Initial Orientation: |  |

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| Topics to Be Covered in Orientation |
| **Names of the Team Members** |
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| **Roles of the Team Members** |
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| **Roles of the Co-Leads** |
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| **Roles of the Sponsors** |
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| **Context for Why We Have A UBT** |
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| **Strategic Team Goals That Tie to Regional Goals** |
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| **Current Performance Improvement Projects** |
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| **Training Requirements and Time Line for Training** |
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| **UBT Meeting Schedule and Next Meeting Date** |
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