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| **Title: How to use the New Leader Orientation Guide (NLOG)**  |
| **Performed By: DET**  | **Date: 4/19/18**(created or last updated) |
| **Owner: DET**  | **Revised By: Priyanka Karki** | **Revision #: 1** | **Takt Time:****30” – 90”** |

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| **Purpose:** To outline the role of the Hiring Manager in utilizing the New Leader Orientation Log.  |

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| **Major Steps** | **Details** (if applicable) | **Time** | **Diagram, Work Flow, Picture, Time Grid** |
|  | Reach out to newly hired/promoted leader once official start date/NEO date has been confirmed by ZSFG HR-Processing team. | In your email;1. Congratulate newly hired/promoted leader.
2. Introduce yourself and area of responsibility
3. Provide times to meet
* If newly hired – schedule meeting after NEO/NECO has been completed
* If newly promoted – schedule meeting on the official start date in the new position
 | 5’ |  |
|  | Block off time to spend with newly hired/promoted leader | The purpose is to orient them to the NLOG and their role. | 1’ |  |
|  | Before the meeting make time to customize the NLOG for the new leaders with relevant information. (Example: add and/or remove meetings, department org. chart, key stakeholder information and activities) | Customizable sections of NLOG are: 1. Pg. 5, Primary contacts
2. Pg. 6, Dept. Org Chart
3. Pg. 7, Initial Meeting Schedule
4. Pg. 9, If clinical leader, First 30 Days, Clinical meetings/trainings
5. Pg. 10, For both Clinical and Non-Clinical leader, First 30 Days, Clinical, meetings/trainings
6. Pg. 11, for both Clinical and Non-Clinical leader, First 60 Days.
7. Pg. 12, for both Clinical and Non-Clinical leader, First 90 Days.
 | 60’ |  |
|  | Announce new or newly promoted leader to organization | Usually on start date or within first week. | 2’ |  |
|  | During your first initial meeting, * Review NLOG, specifically the information customized, e.g. key contacts, meetings, etc.)
* Develop performance goals
 | Pg. 13 has a Performance Goal Worksheet that can be used to develop SMART Goals for newly hired/promoted leader within **30 days**.  | 90’ |  |
|  | Follow-up with newly hired or promoted leader **at 60 & 90 days** of hire to review performance goals.  | 1. Pg. 14, can be used to develop **60 and 90 days goals**.
 | 60’ |  |