
First Year Employee Experience (FYEE) Employee Guide

WELCOME TO THE TEAM!

Congratulations and welcome to Texas A&M University. We're really excited to have you on-board. This First Year Experience (FYEE) Guide is designed to get you up and running in your new role as *<insert title>* in the *<insert department/unit>* family, and to support you in the first year of your employment journey.

In this guide:

- Meet your team
- Guiding thoughts
- Your first day/week
- Milestones
- Resources

Quick Links:

- [Human Resources](#) (benefits and wellness, leave, payroll, customer support hubs, professional development)
- [Technology Services Help Desk \(IT\)](#)
- [TAMU Parking](#)
- [TAMU Directory](#)

Meet Your Team

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|--|--|
| Your Team | Extended Team |
| <input type="checkbox"/> <i><insert names/emails/profiles></i> | <input type="checkbox"/> <i><insert names/emails/profiles></i> |
| Supporting Team | Other People to Meet |
| <input type="checkbox"/> <i><insert names/emails/profiles></i> | <input type="checkbox"/> <i><insert names/emails/profiles></i> |

Guiding Thoughts

1. **Give yourself the space to observe, learn, and think:** In your first 30 days, try to focus on getting comfortable and seeing how things work. Inquire as to what resources are available for you in your role.
2. **Relationships matter:** By day 60, you should be entering execution mode, so in your first two months spend time meeting people and creating the foundations of a good relationship.
3. **Seek first to understand:** Inquire why things are the way they are. There's always a reason, so learn as much as you can before critique turns to criticism.
4. **Ask questions:** People can't help you if they don't know what you're struggling with or curious about.
5. **<Managers can insert additional guiding thoughts>**

Your First Day:

- Meet my Onboarding Buddy.
- Attend new employee training.
- Take a tour of the office and meet the team.
- Become familiar with security/emergency protocols.
- Complete required training in TrainTraq.

- Have lunch with your supervisor or team.
- Review this guide with my supervisor and set expectations for milestone check-ins.
- Add to this list to meet your employee/department/team needs.*

First Week:

- Meet other stakeholders I will be interacting with in my role.
- Review my position description and ask clarifying questions of my manager.
- Confirm I have all necessary access for my duties.
- Report any issues with equipment or technology to my Onboarding Buddy who will direct me on how to resolve them.
- Add to this list to meet your employee/department/team needs.*

Milestones *(Managers can customize “How to get there”. The “Outcomes” will be used for survey questions, so they must remain the same.)

| 30-Day Outcomes* | How to get there* |
|--|--|
| I understand Texas A&M University mission, core values, history and traditions | <ul style="list-style-type: none"> <input type="checkbox"/> Mission Statement <input type="checkbox"/> Core Values <input type="checkbox"/> History of the University <input type="checkbox"/> Aggie Traditions |
| I’m familiar with my building and campus | <ul style="list-style-type: none"> <input type="checkbox"/> <insert map of building> <input type="checkbox"/> Campus Map <input type="checkbox"/> Sign up for a campus tour |
| I know my team | <ul style="list-style-type: none"> <input type="checkbox"/> Schedule 1:1s with teammates and other stakeholders |
| I know who to reach out/where to go to for HR-related questions | <ul style="list-style-type: none"> <input type="checkbox"/> Meet with my HRG <input type="checkbox"/> Division of Human Resources and Organizational Effectiveness website |
| I feel supported | <ul style="list-style-type: none"> <input type="checkbox"/> Take the TrainTraq course: “Working in Workday for Employees” #2114109 <input type="checkbox"/> Review my 30-day outcomes with my manager or onboarding buddy <input type="checkbox"/> Complete 30-day FYEE feedback survey from manager (in development – this is intended to be an automatic email) |

| 60-Day Outcomes* | How to get there* |
|--|---|
| I know the mission of my department/unit | <ul style="list-style-type: none"> <input type="checkbox"/> <manager inserts departmental links> |
| I know my role and have a clear understanding of my position description | <ul style="list-style-type: none"> <input type="checkbox"/> Review my position description in Workday |

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| | <input type="checkbox"/> Talk with my manager about my first assignment/project |
| I know my manager | <input type="checkbox"/> Schedule recurring 1:1s (weekly/bi-weekly/monthly) with my manager <input type="checkbox"/> Set expectations with my manager (communication and feedback preferences, my strengths, motivation etc.) – What Should I Expect From My Manager? Examples and Tips <input type="checkbox"/> Take a personality test and share with my manager. Ask them to take one and compare personality styles. (16Personalities or MBTI) <input type="checkbox"/> Complete a “Getting to Know You” questionnaire for your manager |
| I’m familiar with the job resources available to me for my role | <input type="checkbox"/> <manager inserts links to job resources> |
| I feel supported | <input type="checkbox"/> Review my 60-day outcomes with my manager or onboarding buddy |

| 90-Day Outcomes* | How to get there* |
|---|--|
| I am aware of the professional development opportunities that TAMU has to offer | <input type="checkbox"/> Log into LinkedIn Learning <input type="checkbox"/> Explore TAMU’s Organizational Development website for other learning opportunities <input type="checkbox"/> Discuss potential professional development path with your manager |
| I know my purpose in my role | <input type="checkbox"/> Complete LinkedIn Learning course, “Finding Your Purpose at Work” (53 mins.) |
| I have set clear performance goals with my manager and entered them in Workday | <input type="checkbox"/> Use the Workday Job Aids, Complete Annual Goal Setting and Manage Your Goals , to set goals for the upcoming performance review period |
| I have updated my Worker Profile in Workday (including previous work experience and awards) | <input type="checkbox"/> Use the Workday Job Aids, Upload My Experience and Manage Your Work Experience , to add your work experience |

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|------------------|---|
| | <input type="checkbox"/> Add Awards and Activities to Workday |
| I feel supported | <input type="checkbox"/> Review my 90-day outcomes with my manager or onboarding buddy <input type="checkbox"/> Complete 90-day FYEE feedback survey from manager (in development – this is intended to be an automatic email) |

| 6-Month Outcomes* | How to get there* |
|--|---|
| I am making progress toward my goals and taking charge of my success | <input type="checkbox"/> Complete LinkedIn Learning course, “Leading Yourself” (51 min.) <input type="checkbox"/> Review progress on goals <input type="checkbox"/> Share accomplishments, goal progress and struggles with your manager |
| I feel engaged with the campus community | <input type="checkbox"/> Attend a new hire campus social with your manager and HRG <input type="checkbox"/> Attend a University Staff Council (USC) meeting or read their newsletter <input type="checkbox"/> Download the Living Well app and sign up for a class or event <input type="checkbox"/> Attend a new hire campus social or other campus event |
| I feel supported | <input type="checkbox"/> Review my 6-month outcomes with my manager or onboarding buddy <input type="checkbox"/> Complete 6-month FYEE feedback survey from manager (in development – this is intended to be an automatic email) |

| 1-Year Outcomes* | How to get there* |
|------------------|--|
| I feel supported | <input type="checkbox"/> Review my 1-year outcomes with my manager or onboarding buddy <input type="checkbox"/> Complete a 1-year FYEE feedback survey (in development – this is intended to be an automatic email) |