

Week 1

Monday, July 6, 2:30PM-5:00PM: EDGE Learning (New Staff)

TO-DO LIST ITEM	DONE
Update and/or Complete all EDGE Learning (HR Sharepoint site HERE)	☐
Reset Your Office/Spaces	☐
Review the Training Schedule for the Week	☐

Tuesday, July 7, 11:00AM – 12:00PM: EDGE Learning, & RA Expectations (New Staff)

TO-DO LIST ITEM	DONE
Complete all EDGE Learning/HR Required Trainings	☐
Review RA Expectations	☐
Set up Outlook Signature Link (Click Me)	☐

Wednesday, July 8, 11:00AM – 12:00PM: Building Tours (New Staff)

TO-DO LIST ITEM	DONE
Golf Cart Training w/Supervisor (if needed)	☐
Tour your Building	☐

Thursday, July 9, 3:00PM-5:00PM: Review End of Year Report (New Staff)

TO-DO LIST ITEM	DONE
Tour your Desk	☐
Review Building End of Year Report	☐
Meet with your GCD/ACD	☐
Review the Training Schedule for the next Week	☐
Review Building End of Year Report	☐

Friday, July 10, 9:00AM-10:00AM, 3:30PM-5:00PM: Teams Review (New Staff)

TO-DO LIST ITEM	DONE
Review Hall Teams Page	☐
Review District Teams Page	☐
Review Department Sharepoint Site	☐
Review the Training Schedule for the next Week	☐

Week 2

Tuesday, July 14, 3:30-5:00PM: Hall Council Planning

TO-DO LIST ITEM	DONE
Update Outlook Signature Link (Click Me)	☐
Read EOY Report (if in new building)	☐
Tour Building and Desk (if in new building)	☐
Organize Teams Page	☐
Create Hall Council Recruitment Plans	☐

Wednesday, July 15, 3:00-5:00PM: Wildcat Living Prep

TO-DO LIST ITEM	DONE
Wildcat Living Plans	☐
Create Duty Schedule	☐

Thursday, July 16, 3:00-5:00PM: RA Move-in Prep

TO-DO LIST ITEM	DONE
Organize Staff Office	☐
Inventory RA Supply Boxes	☐

Friday, July 17, 1:00-5:00PM: RA Move-in Prep

TO-DO LIST ITEM	DONE
Send RA Welcome Email	☒
Work on Door Decs	☐
Verify StarRez for your RA Roster and Placement	☒
Finalize your RA Move-In Plans and Communication to Your Staff	☐
Create Hall Budget	☒
Ensure Building Signage Request is Submitted	☒

Week 3

Wednesday, July 22, 9:00AM-11:30PM: Move-In Prep & SST Planning

TO-DO LIST ITEM	DONE
Finalize Move-In Plans	☐
Finalize SST Plans	☐

Week of July 27th: Building and Training Prep

TO-DO LIST ITEM	DONE
Buy Training and Move-In Snacks	☐
Pull RA Keys	☐
Buy Supplies	☐
Organize Load in Materials	☐
Ensure RA Rooms are Ready (Hang Door Dec and Occupied Sign)	☐
Ensure Move-In Plans are Submitted (July 31 st)	☐
Ensure all Training/Move-in Supplies are ready	☐