First 100 Days

Before Arrival

Review the University’s website. Use the search feature (top right on Baylor’s website) or a search engine to locate specifics (personnel, topics, and pages on Baylor’s website). Become familiar with the University’s major events. Review the University’s organization chart and structure. Review Personnel Policies (http://www.baylor.edu/bupp).

Day 1-10

Set up voice-mail, email signature, and share your calendar with all your direct reports. Schedule weekly 1:1 meetings with your direct reports. Register Crucial Conversations class. Complete Title IX training. Familiarize yourself with major University events (1st day of classes, football games, Dia Del Oso).

Clarify what is expected of you from your manager and what success looks like for you. Start to learn each other’s personality: What type of communication works best? How do they like to receive news? What are their strengths?

Set up a meeting within 90 days to discuss your progress.

Use the Five Senses to gain situational awareness. See – Look and observe. Taste – Eat lunch with employees on an individual basis. Smell – Have a nose for facts and hindrances; trust the facts, develop a plan to remove hindrances. Touch – Start to formulate how you will add your personal touch to the team. Hear – Listen for each person’s perspective on the department.

Get to know your department and employees. Begin one-on-one (1:1) meetings as soon as possible after you assume your new role. Learn as much about them as able, assess the culture of the department, and determine areas of success and improvement in your department.

Review Baylor University Personnel Policies (BUPP)

Employee Civil Rights Policy (028a)
Sex Discrimination, Sexual Violence, & Sexual Harassment Policy (Title IX Policy - 022)
Romantic &/or Sexual Conduct with Students & Supervisees (036)

Day 5-30

Assess your span and scope of influence. Identify your key players, influencers, and those who will require extra coaching. Develop a communication strategy to incorporate small adjustments. Set up meetings with other departments essential to accomplishing your mission.

Assess your department’s brand. What is the reputation of your department? Does the leadership feel your department credibly contributes to Baylor’s mission?

Review Baylor University Personnel Policies (BUPP)

Whistleblower Policy (037)
Family & Medical Leave Act (408a)
Americans with Disabilities Act (415)
Maternity Leave & Primary Caregiver Leave (418a/b)

Day 10-60

Invest in early wins. Identify opportunities and objectives that can be obtained or achieved with little effort and take advantage. Begin to separate distinctions between long-term, mid-term, and short-term projects.

Set aside time for self-reflection at the 30-60-90 day marks. Are your personal habits productive? How do you allocate your time? How prepared are you for meetings? How could you better use your employees’ or constituents time? How can you utilize your strengths to develop a more effective department? What support system do you have in place to achieve success at Baylor?

Review Baylor University Personnel Policies (BUPP)

Employee Personal Information (027)
Staff Disciplinary Policy (807)
Performance Evaluation (804)
Staff Grievances (822)
First 100 Days

Evaluate the Job
Give/Receive First Impressions; 5 Senses
Assess Dept's Culture
Plan of Action; Early Victories
Communication Strategy
Producing the Results
Evaluating Initial Results
Quantify and Communicate Accomplishments
Full Speed Ahead

Communicate

Measure
Act
Plan
Assess
Prepare

Days -10 0 15 30 45 60 75 90 - 100

Build Partnerships Within & Across Teams