

CJC Staff One Year Checklist for Supervisors

*Congratulations Supervisors, you have successfully guided your new hire in celebrating one year at CJC!
When **YOU** LEAD - We **ALL** ACHIEVE*

Tips and Resources to Celebrate the Success of One Year

- Make sure you continue the UF Engaged Process. [UF Engaged Manager Resources](#)
- Send an email congratulating employees on one-year work anniversary. It is important that you recognize their achievement.
- Make time for reflection and promote conversations about what worked well and what adjustments need to be made.
- Contact [CJC-HR](#) if any concerns are noted from employees behavior and/or work performance
- Ask about an experience in the last three months that left the employee feeling discouraged.
- Speak openly and candid about their work environment. Ensure that they are engaged and that your department has demonstrated behaviors in accordance with [CJC Mission](#) and [UF Policies](#).
- Maintain positive relationship and monitor work environment to ensure ongoing success!

“52% of employees want more recognition”

-HR Magazine