

FAS 90 Day Orientation and Review Communication Plan

Key Messages	Audiences	Vehicles	Timeframe	Owner
There is a 90 day Orientation and Review period for this new hire.	New hire/managers/DAs	Offer letter	At time of offer	FAS HR Recruitment Services team
Reminder of 90 Day O&R period policy/practice and manager/DA responsibilities.	Department managers and DAs Cc: HR consultants	Email	Within first week of new hire start (or prior to new hire start)	HR coordinators (manual process)
Remind managers/DAs of 90 day O&R period, to have performance discussions and to provide feedback throughout this period.	Department managers and DAs Cc: HR consultants	Email	The first business day of each month during the 90 day period	PeopleSoft automation
Complete 90 Review in ePerformance (if successful) and send to new hire.	Managers	ePerformance	At 90 days	Managers/DAs