

Automation (PeopleSoft) Document

Dear [REDACTED]

You are receiving this email because the following employee(s) have an Orientation Review form due:

Name	Review Status	Due Date
[REDACTED]	In Progress	4/26/16
[REDACTED]	In Progress	5/11/16

A formal discussion at the conclusion of the Orientation Review period is encouraged and strongly recommended. This meeting helps to ensure that goals are clear and performance expectations are set, in addition to reinforcing and strengthening your working relationship. It should also reflect a summary of the on-going conversations that have occurred since the date of hire.

Please complete the Orientation Review form in PeopleSoft (navigate to 'Team Current Documents') once this meeting has occurred.

Overall, we have received very positive feedback from staff after they have these conversations with their managers. While we hope that all is going well with your new hire, if you have concerns regarding the fit or match, or any other issues, please contact your HR representative as soon as possible. They will be able to advise you on the options available to you.

Best wishes,

Human Resources