



## It's your employee's 1 year LC-iversary!

### **LC-iversaries are for celebrating!**

- 1. Celebrate 1 year of employment! Have a pizza party, or take the employee out to lunch, bring in coffee, or just simply give them a card – whatever you think they will like!**
- 2. Discuss the employee's goals for a career path here at LC State.**
- 3. Encourage the employee to take part in professional development. They can take classes at a discount, attend training and development events, webinars, etc.**
- 4. If the employee is a supervisor, talk to them about participating in the Supervisory Excellence Program. Contact HR for more details.**
- 5. Review the employee's job description with them. Feel free to make any changes necessary. Please be sure HR has the most recent copy on file.**
- 6. Continue 1 on 1 meetings regularly with employee to keep lines of communication open.**
- 7. Continue documenting employee performance, goals achieved, etc. for performance evaluation season!**
- 8. Encourage employee to get connected on campus (go to organizational meetings, join committees, attend wellness events, etc.).**