

# Course Completion Communication

Employees receive an email when they reach the end of their 90-day onboard period notifying them of outstanding activities that need to be completed. Managers are copied for awareness and so that they can support completion of the onboarding course. Below is an example of the onboarding course completion email.

## Onboarding Course Completion Email

Congratulations on reaching the end of your first three months with App State. None of the required activities listed below have been completed. Please complete these as soon as possible to conclude the onboarding program.

(List below revised as appropriate)

- Module 1 (0-30 days)
  - eLesson Campus Safety & Security
  - eLesson Performance Management Fundamentals (*coming soon*)
  - Knowledge Check 1
  - Campus Connection 1
- Module 2 (30-60 days)
  - eLesson Diversity, Equity and Inclusion
  - eLesson Personal Safety & Mutual Respect
  - Knowledge Check 2
  - Campus Connection 2
- Module 3 (60-90 days)
  - Fraud, Waste, and Abuse Hotline
  - eLesson Professional Development Options
  - Knowledge Check 3
  - Campus Connection 3

As a reminder, course completion supports the Performance Management Institutional Goal of Compliance defined as, "completing all required compliance training as assigned."

Quarterly compliance reports will be shared with each new employee's: manager, Department Head, and Division Leader as outlined [here](#).