

30-DAY CHECK-IN GUIDE

NEW EMPLOYEE ONBOARDING

INSTRUCTIONS: Use this 30-day check-in guide as an opportunity for you to connect with and re-recruit your new team member. The questions below will aid in the conversation about their first 30 days on your team and help when making a plan for how your team member can achieve success before their 90-day check in. Go through the checklist and address the applicable items with your employee.

30-DAY CHECK-IN CONVERSATION

- What is going well with your initial employment experience?
 - What has the team done to make you feel comfortable?
 - What has been the most challenging part of your new job so far?
 - What would you like to accomplish in the next two months?
 - What can I do to support you?
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30-DAY CHECK-IN CHECKLIST - Review the following

Regular touch bases: *Consider weekly 1:1's for at least 30 minutes*

Progress/completion of assigned learning: *Mandatory annual education, Site specific, role specific education and training*

Orientation schedule: *Check-in on questions, feedback, process, etc.*

Mission, Vision, Values and Goals:

- Discuss M Health Fairview's mission, vision, values
- Discuss department/team mission, vision, values, goals and priorities
- Discuss employee's role in achieving goals
- Provide list of current department/team projects

Department specific guidelines: *encourage employee to ask clarifying questions if necessary*

Department organizational chart:

- Review functions of each role
- Identify and schedule meet and greets that are still needed

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Employee responsibilities/expectations:

- Review in detail; role responsibilities, competencies, and expectations
- Review department specific guidelines and expectations (*encourage questions and needed clarification*)
- Discuss your own responsibilities and priorities and how the employee supports these
- Discuss the Performance Management process, including annual reviews and performance standards (*if time and space allows, login and show Talent Connect*)
- Develop 90-day plan and goals

Current assignments:

- Evaluate progress
- Identify challenges and successes
- Provide additional training and resources if needed

Human Resources: *if benefit eligible, has employee elected or waived benefits (must be completed within first 30 days)*

Check-in with onboarding colleague: *If applicable*

- Onboarding progress
- Identify learning needs
- Additional support/resources needed
- Discuss feedback with new employee

NOTES: