

90-DAY CHECK-IN GUIDE

NEW EMPLOYEE ONBOARDING

INSTRUCTIONS: Use this 90-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 90 days on your team and help when making a plan for how your team member can achieve success going forward. Go through the checklist and address the applicable items with your employee.

90-DAY CHECK-IN CONVERSATION

- What is going well since you started with our team?
 - What has been the biggest challenge you have encountered so far?
 - Is what you are working on what you expected when you joined the organization?
 - Do you feel like your work contributes to your team and the organization's goals?
 - Do you feel comfortable in at work? Are the "new-job" nerves gone now?
 - What can I do to continue to support you?
-

90-DAY CHECK-IN CHECKLIST - Review the following

Cadence for touch bases: *Consider bi-weekly 1:1's for at least 30 minutes*

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

Employee responsibilities/expectations:

- Provide an informal performance appraisal
- Provide feedback to let the employee know how they are doing
- Refine annual goals for employee as needed
- Provide positive coaching to build self-efficacy and confidence
- Review issues or challenges and identify how to resolve
- Respond to questions and help develop department/organizational engagement
- Check on role specific competencies/skills completed to date

Current assignments:

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

90-DAY CHECK-IN GUIDE

NEW EMPLOYEE ONBOARDING

Onboarding colleague connection:

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

NOTES: