

New Employee 30 Day Check In

Congratulations! Your new employee has hit the 30-day mark. This is a great time to formally sit down and check in with them to see how their first month has been going, answer any questions they may have and give them some feedback.

This check in should be a conversation, so don't feel the need to stick to this script or ask every question; you probably want to choose only **3-5 questions** and build the conversation around those. These are just examples of things you could talk about, especially if the conversation doesn't come naturally. We would ask that you document key points from this meeting and specific answers to any of the questions that you do ask. This is more for you to look back on and use in subsequent check ins.

A few things to remember:

- Acknowledge recent accomplishments
- Review the employee's goals to see if they are on track
- Discuss future goals and objectives
- Tie up loose ends-resolve any issues/questions/concerns they have

Employee Name: _____ Date of Hire: _____

Supervisor Completing Check In: _____

Date: _____

1. How are things going after your first month?

2. So far is the role what you expected it to be?

3. Are you feeling challenged or bored?

4. Do you have the information, tools, resources, access to do your job successfully?

5. Any challenges you need assistance with?

6. Do you have a good understanding of your role within the organization? Of the organization in general?

7. Do you feel you are able to be productive?

8. Have you felt welcomed by the team? Which co-workers have been particularly helpful since you arrived? Would you recommend anyone to become a mentor to other new employees?

9. Is there anything during your orientation and training that you feel you could have spent less time on?

10. What accomplishment would make you happy?

11. What was the biggest challenge this past month?

12. What could we have done differently during the interview process to realistically prepare you for your new role? Compare the organization to what we explained it would be like when you initially interviewed with us. Have you experienced any surprises, disappointments or other “aha” moments?

13. How is the new job and the city lining up to your initial expectations?

14. Do you have any expertise/experience that could be better utilized?

15. Have you reviewed the employee policy manual? Do you have any questions about our organizational policies?

16. Do you feel comfortable in the workplace? Are the new job nerves gone?

17. Are you able to communicate with me and the rest of management? Is everyone approachable and available?

18. Do you feel you are receiving enough feedback and assistance from me? How do you like to receive feedback? What motivates you?

Other things to note from conversation: