

New Employee 60 Day Check In

Congratulations! Your new employee has hit the 60-day mark. This is a great time to formally sit down and check in with them to see how their first two months have 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. **If you were not the supervisor who completed the 30 Day Check In, review the notes with their supervisor from that meeting so you have an idea of how the employee was feeling after their first month with the City.**

A few things to remember:

- Revisit key points from previous check in
- 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 second month?

2. What is something you discovered recently that you should have known sooner in your training process?

3. What are some of the missing pieces to the puzzle that you'd like to learn in the next 30 days?

4. What goals do you feel should be your priority?

5. What would make the next 30 days feel like an accomplishment?

6. What areas/tasks/projects are you enjoying the most in your position?

7. Are there any new skills you feel you have developed/strengthened? Are there any that you want to work on in the upcoming weeks/months?

8. What elements of the position are you not enjoying as much? Is it because you don't have the proper training/tools or because they're tasks you don't prefer?

9. Have you had any uncomfortable situations/conflicts that you want to discuss?

10. Have you been given clear/consistent feedback on your performance so far?

11. Do you feel you have enough time to accomplish all your daily/weekly responsibilities?

12. After two months in the role, do you feel that you'll need to make a major adjustment to what you originally imagined you'd be doing or a critical change in your focus/expectations to remain successful/happy?

13. Who do you go to when you have questions about your work? Do you feel comfortable asking for help?

14. How can I be a better manager to you?

15. Do you feel your position allows for a good work/life balance?

Other things to note from conversation: