

## New Employee 90 Day Check In

Congratulations! Your new employee has hit the 90-day mark. This is a great time to formally sit down and check in with them to see how their first three 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 and/or 60 Day Check Ins, review the notes from those meetings so you have an idea of how the employee was feeling after their first few months 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 third month?

2. What have you enjoyed the most?

3. Do you feel that your orientation and training process was successful?

4. How do you see your role progressing from here on out?

5. What from your orientation/training process would you change for new hires?

6. Are you content with your current responsibilities?

7. Are you feeling challenged enough in your role?

8. How would you rate your job performance?

9. What would help you improve your performance?

10. Do you feel you haven't been sufficiently trained in any aspects of your job to be able to perform at a high level?

11. Who has been most helpful to you during the learning process?

12. How would you describe the general tone from your co-workers? Do you find that they've been supportive of your success or somewhat critical/pessimistic?

13. How is this role different from what you thought?

14. Have you identified any new opportunities you, the team, the City could take on?

15. What do we do better than our competition/your last organization? What can we do to improve?

16. Do you want more or less direction in your work?

17. Do you feel your ideas are being heard/valued? What have been some suggestions you have made that have been implemented?

18. Who do you talk to when you have questions about your work? Do you feel comfortable asking for help? Has anyone gone out of their way to make you feel welcome or included in social or work-related events?

19. Are you happy with your decision to work here?

20. What is one thing you would change about the job?

21. Is there anything you miss about your last job?

Other things to note from conversation: