

Appendix G: New Employee Check-in Meeting Guide

It's strongly recommended that you meet regularly with your new employee during the first few months, allowing time for questions, information sessions and training. The sample questions below will initiate a productive and meaningful discussion with new employees and assist in the development of a positive working relationship.

New Employee Name _____

Position _____

Today's Date _____

Employee's Start Date _____

(To be completed by the Hiring Manager)

1. Is it what you expected when you were hired?
2. Any surprises? If yes, what were they?
3. Has training been helpful?
4. What training would you add?
5. Has your Memorial Navigator been helpful?
6. Do you have all the equipment and resources you need?
7. Do you know where you stand in terms of your progress since you started the job?
8. How are your relationships with your colleagues?
9. Do you have suggestions on how we could improve our work across the unit?
10. Are there any questions you still have? Is there anything still unclear?
11. Is there something we should be providing to new employees that we have missed?
12. Do you feel out of the loop about anything?
13. Is there anything you need and to which you don't have access?
14. Do you have any general suggestions?
15. Do you have any general work needs that haven't been met?
16. Is there anything you would like to tell me that I have not asked you?