

CHECK-IN INTERVIEW TEMPLATE

A new employee's first days, weeks and months can be overwhelming as they try to sort through a wealth of information and adjust to their new environment and role. Checking-in regularly with your new employee over the first several months will help to provide clarity to their role, enhance performance, and assist in the development of a positive working relationship.

Suggested questions for discussion include:

- So far, is the job what you expected it to be?
- Do you feel you have the information, tools, and resources you need to do your job successfully? Are you experiencing any challenges in particular that I can assist you with?
- Are you feeling comfortable within the organization in general? Do you feel like you have a good understanding of your role within the organization?
- Is there any specific training you feel you need to be successful?
- Do you feel you are receiving enough feedback and assistance from me?
- What tasks/projects are you enjoying the most? What are some elements of the position that you are not enjoying as much? Is this because you have not been given the proper tools or training to be successful, or because you simply do not prefer this kind of work in general?
- Are there any areas where you feel you could benefit from additional support or training?

*Adapted from Brandon University's Onboarding Guide for the Hiring Manager: 30-60-90 Day Check-in Questions