

## Hiring: Onboarding – Check-In Meetings

### □ □ □ Supervisor and New Employee Check-ins

NEW EMPLOYEE DAYS	<0	0 – 30	30 – 60	60 – 90	90 +
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**Goal:** To ensure the new employee is 1) engaged and progressing well within the probationary period and 2) on track for long-term success at Clemson.

Guidelines for supervisor check-ins:

- Review the position description, planning stage and supervisor expectations in detail and establish goals in conjunction with the new employee.
- Establish a plan for the new employee to complete all required training and set up any training that requires supervisor's approval.
- Develop an action plan to achieve goals.
- Set up dates and times for reoccurring meetings or check-ins between the new employee and supervisor to discuss the progress on goals, required training and performance. There should be at least two check-ins, but it is recommended that these are held monthly.

## Hiring: Onboarding- Supervisor’s Check-In Meetings

### ☐ ☐ ☐ Check-In Questions

**NEW EMPLOYEE DAYS**    <0    0 – 30    30 – 60    60 – 90    90 +

**Name:** \_\_\_\_\_

**Hire Date:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Today’s Date:** \_\_\_\_\_

Question	Response
1. How is your job going?	
2. Is it what you expected when you were hired?	
3. Any surprises? If yes, what?	
4. Has the training you received been helpful? Obtain details.	
5. How does the job compare with what we discussed during the interviews?	
6. Has your Tiger Pal been helpful?	
7. What have team members done to make you feel welcome and assist in your transition to the department?	
8. Do you have all the work tools you need? If no, what is needed?	
9. Tell me how you feel about the progress you’ve made since joining our department.	

10. How are the relationships with your co-workers?	
11. Do you feel you are being left out of the loop regarding departmental processes or meetings? If yes, please elaborate.	
12. Is there anything that you need but don't have access to?	
13. How would you describe your workload? Tell me about times you have felt overwhelmed.	
14. Any questions? / Any suggestions?	
15. What would you like to discuss that I have not mentioned?	