



New Staff Member 45- to 60-Day Check-In Meeting

Staff Member Name:	Date of Hire:
Job Title:	Today's Date:

Question	Comments
How is your job?	
Is it what you expected when hired?	
Any surprises? If yes, what...	
Has the training been helpful?	
What training would you add?	
Has your buddy been helpful?	
Any changes you would suggest for the buddy program?	
Do you have all the work tools you need?	
Do you know where you stand in terms of your progress since you started work?	
How are your relationships with your coworkers?	

Question	Comments
Was the online New Employee Orientation (NEO) helpful?	
Was the New Employee Coffee Hour helpful?	
Is there room for improvement with the NEO and the Coffee Hour?	
Is there room for improvement in your department?	
Everything OK with your benefits?	
Any questions/anything unclear?	
Is there something we should be providing and we are not?	
Is there anything you feel out of the loop about?	
Anything you need that you don't have access to?	
Any suggestions? Any needs?	
Anything you would like to tell me that I have not asked you?	
Follow-up: Schedule time to meet within the next two weeks.	Day and Time: