



New Employee Check-In Meeting Questions for Managers, Part I

Employee: _____

School/Division: _____

Supervisor: _____

Department: _____

Start Date: _____



How is your job going?

Is it what you expected when you were hired?

Any surprises? If yes, what were they?

Has training been helpful?

What training would you add?

Has your Buddy been helpful?

Can you suggest any changes for the Buddy program?

Do you have all of the equipment and/or work tools you need to be successful?

Do you know where you stand in terms of your progress since you started working?



New Employee Check-In Meeting Questions for Managers, Part II

Employee: _____

School/Division: _____

Supervisor: _____

Department: _____

Start Date: _____

How are your relationships with your co-workers?

Do you have any suggestions on how we could improve our work across the department?

Are there any questions you still have/is anything still unclear?

Is there something we should be providing to new employees that we have missed?

Do you feel out of the loop about anything?

Is there anything that you need and to which you don't have access?

Do you have any general questions?

Do you have any general work needs that haven't been met?

Is there anything you would like to tell me that I have not asked you?