

New Employee Follow Up Meeting (30, 60, 90 days)

Employee Name:		Start Date:	
Today's Date:		Position:	
Question	Response		
How is your job going?			
Is it what you expected when you were hired?			
Any surprises? If yes, what?			
Has the training you received been helpful? Obtain details.			
How do we compare with what we discussed during the interviews?			
Has your Buddy / Mentor been helpful?			
What have team members done to make you feel welcome and assist in your transition to the department?			
Do you have all the work tools you need? If no, what is needed?			
Tell me how you feel about the progress you've made since joining our department.			
How are the relationships with your co-workers?			
Do you feel you are being left out of the loop on any department processes or meetings? If yes, please elaborate.			
Is there anything that you need but don't have access to?			
How would you describe your workload? Tell me about times you have felt overwhelmed.			
Any questions? / Any suggestions?			
What would you like to discuss that I have not mentioned?			