***New Employee Check-in (30, 60, 90 days)***

***A Guided Discussion Tool for Managers***

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| **Employee Name:** | **Start Date:** |
| **Today’s Date:** | **Position:** |
| **Question** | **Response** |
| **30 Days – The Honeymoon Phase** | |
| How is your job going? How does it match up with what you expected?  Tell me how you feel about the progress you’ve made since joining our department. |  |
| Any surprises? If yes, what? |  |
| What has been the best part of your first few weeks? What strengths  are you able to use most? |  |
| What have team members done to make you feel welcome and assist in your transition to the department? How are the relationships with your co-workers? |  |
| Has your Buddy / Peer Mentor been helpful? (if applicable) |  |
| Has the training you received been helpful? Obtain details. |  |
| How can we best leverage your past experience and strengths in this  position? |  |
| Do you have all the work tools you need? If no, what is needed? Is there anything that you need but don’t have access to? |  |
| Do you feel you are being left out of the loop on any department processes or meetings? If yes, please elaborate. |  |
| 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? |  |
| **60-90 Days – Expectations Exchange** | |
| Now that you have been in the role for \_\_\_\_\_ days, what is going well for you and what are you enjoying most? |  |
| How has your adjustment been to our team and to Rice University overall? |  |
| How do you feel about how your position fits with the Rice and impacts the bigger picture? |  |
| Where are you spending most of your time (projects, tasks, etc.)? |  |
| What have you learned about the schedule, workload, or even Rice University that somewhat surprised you? |  |
| Do you feel clear about the expectations for your position and what it takes to be successful in your position? How would you describe what is expected of you? |  |
| Can you think of training, resources, access, etc. that you may need? |  |
| Going into your 180 day / 6 month review do you understand how your performance is measured? |  |
| How are feeling overall about your choice to work at Rice in this position? |  |
| As your Supervisor / Manager, how can I best support you going forward (start doing, stop doing, and continue doing)? |  |

To begin the Development Plan:

1. Set a separate date for the Development Plan discussion
2. Ask the employee to think of areas of development that would not only allow for more effectiveness in current role but also align with future career goals
3. Use the 1 Page Goal Setting Worksheet by going to [Developing World Class Staff](http://training.rice.edu/training-professional-development/developing-world-class-staff/) and click on Templates and Tools to Develop Staff

After 6 months consider transitioning to a develop plan that aligns with the 70/20/10 model see [Developing Staff at Rice](http://training.rice.edu/files/2016/10/Developing-Staff-at-Rice-24bbpxg.pdf).

For example, the following would be an example of a 70/20/10 development plan  
 (10%) Attend a training (online) or read a research article and share findings, etc.

(20%) Meet with another Rice professional to ask about their career/development or reach out for career coaching at

[CareersAtRice@rice.edu](mailto:CareersAtRice@rice.edu)

(70%) Lead a special project for the department; develop a job aid that can be posted on the website; learn and apply a new technology