



New Hire Check-In

- **What is it?:**

A New Hire Check-In is an opportunity to help your new hire acclimate to the role, your team, the organization, and the culture. New employees feel a sense of excitement and nervousness when starting a new role, and especially when starting with a new organization. The questions supplied help the new employee see what a great opportunity they have, and just how caring of a boss and organization you are.

- **Why do you need one?:**

A bad start to a new role or organization causes new employees to question their decision immediately. You want your new hire to say how great everyone has been from the first day. One data point to remember is their old coworkers will reach out over the first week, you want your new hire to be a proponent of coming to this role or organization immediately.

- **How do you use this one?:**

Leverage the questions below as a way to start the conversation with your new hire. Many should be done on a call, inperson, via zoom, or other more dedicated approach, but some can be leveraged as a quick text message. The important thing is you are making the effort to connect and get to know how your new employee is acclimating.



New Hire Check-In

- How is your job going?
- Is it what you expected when you were hired?
- Any surprises? If yes, what were they?
- Has training/orientation been helpful?
- What training would you add?
- Was the New Employee Orientation helpful?
- Has your Buddy been helpful?
- Can you suggest any changes for the Buddy program?
- Can you suggest any changes to the onboarding program?
- Do you have all the equipment and/or work tools you need?
- Do you know where you stand in terms of your progress since you started working?
- How are your relationships with your co-workers?
- Do you have any feedback for me?
- Do you need any additional information regarding your benefits?
- Do you have 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 you need and to which you don't have access?
- Do you have any general suggestions?
- 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?

Please add or delete to make this list your own.

