**30-Day Check-In Outline**

Questions (*ask the employee these questions, feel free to select just the most relevant questions – you should be listening far more than you’re talking during this section*)

* So far, is this job what you expected it to be?
* Are you currently feeling challenged by your role?
* Do you feel like you’ve received access to all of the information, tools, and resources you need to complete your responsibilities?
* Have you felt welcomed by your new team? (if applicable)
* Have there been any roadblocks or challenges with performing your duties? If yes, what?
* Are there any specific tools or training sessions that you think would help you be more successful?
* Do you have any expertise or experience that you think could be better utilized?
* Are there any adjustments that you’d like to make to your role or workflow to be more successful?
* What support do you need from me that you’re not currently getting?
* What should I be doing more of and what should I be doing less of to help you be more successful?
* Moving forward, what would you like to accomplish in the next 30 days? (*consider saving this question for the final section*)
* Is there anything else you’d like for me to know?

Review and Evaluation of 30-Day Expectations

* (*this is where you’ll list the expectations you initially established with your new employee when they first started, along with a quick appraisal of whether they are currently meeting each expectation*)
* (*keep your 30-day expectations simple and achievable – the goal is to help them get acclimated and engaged while not overwhelming them*)
* (*if you did not initially establish and communicate to the employee specific 30-day expectations, you can still utilize this section, but you may need to be more lenient if the employee is falling short of any expectations*)
* (*be flexible with your evaluation – acknowledge any unforeseen complications that may have impacted the employee’s ability to meet those expectations – and be direct and clear with constructive feedback if necessary, but be sure to balance it with positive reinforcement and a focus on the future*)

Next 30 Days – Preparing for the 60-Day Check-In

* What would you like to accomplish in the next 30 days?
* Expectations for 60 days:

(***consider putting these new expectations into an email to send to the employee!***)