

CJC Staff

Six-Months and Beyond Checklist for Supervisors

TOUGH TIMES don't last TOUGH TEAMS DO

- Engage regularly with the new hire, intervene early, clarify expectations often, provide feedback weekly
- Explain and provide examples of what excellent work looks like from your perspective
- Tell your new hire specifically how well they have done and include specific ways to improve their work
- Inquire about any duties the new hire is unclear on
- Ask if there is something you could be doing as their supervisor to help them be more successful
- Contact [CJC-HR](#) with any concerns prior to the end of their six-month probationary period
- Remaining Engaged with your employee will foster an environment of enhanced communication and inclusion.

“Beyond the challenges of recruitment and retention, productivity is perhaps the most important reason onboarding has taken on such immense strategic relevance for progressive firms.”

– Mark Stein & Lilleth Christiansen, authors of Successful Onboarding

QUESTIONS FOR THE WEEKLY CHECK-IN MEETING

Develop a meaningful agenda so your weekly meetings stay on task. Have your new hire provide:

- Accomplishments for the week
- Successes
- Challenges
- Questions

Questions to consider during the regular check-in meetings and at the conclusion of 6 months.

1. Do you still have the resources necessary to complete your university-, department-, and work-related training?
2. What is working well?
3. What is not working well?
 - a. What ideas do you have to resolve the issue(s)?
 - b. How can I help you resolve the issue(s)?
4. What do you enjoy most/least about your work?
5. What talents or skills do you have that you aren't using often enough in your current role?
6. Is there any support you need from me? Am I providing the right level of feedback for you or do you need more or less from me?
7. Have a conversation to understand the new hire's experience with their job. Be clear with your expectations.
 - a. I see you are making good progress in these areas. What are the areas in which you feel successful?
 - b. Are there areas in which you feel like you need special help? Any areas that have a steeper learner curve or are more challenging?
 - c. Here are some specific areas that could be improved and this is what I am looking for. Any questions about what I am looking for?
 - d. It would be good to finish these tasks by the time we meet next week. Does that seem reasonable?
8. Do you feel that your experience as a team member is a positive one? Are you feeling included as part of the team?
9. How are things going with your buddy?
10. Do you feel you are adapting well to our culture and standards?
11. What would you like to learn more about? What types of training or development opportunities would be of interest in the months ahead?

Review the ***“OH NO! Do I have to have THAT Conversation?!”*** in the First Month Resources to have a conversation about the new hire's performance, behavior or attendance.