



NEW EMPLOYEE CHECKLIST: *First Six Months*



REVIEW, REFLECT, MOVE-AHEAD

Review the first six months; is the employee fully engaged, seeing him or herself as a valued contributor? Assure that the necessary training is complete and continue providing regular informal feedback. Begin making notes for the probationary review meeting with your employee.

- Ensure that the employee has completed the benefits enrollment process within 31 days of benefits eligibility date.
- Continue to clarify roles, responsibilities and expectations as needed and provide ongoing coaching and feedback.
- Schedule weekly/monthly update meetings as needed.
- Model the kinds of behaviors you would like to instill in your new employees.
- Conduct a probationary review meeting with your employee (your first should be at the two-months) and provide detailed feedback to employees on his/her performance. Identify any areas that require further development or remediation.
- Encourage the employee to explore professional development classes through the Organizational Excellence Classified Training Program.