

SIX-MONTH CHECKLIST

Best Practices for Direct Supervisors when Onboarding New Employees

“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*

Practice	Tasks	✓
Provide clear expectations and regular feedback on the expectations	Engage regularly with the new hire, intervene early, clarify expectations often, provide feedback weekly	
	Facilitate goal setting and assign training as needed	
	Use the “OH NO! Do I Have to Have that Conversation” guide and check-in questions on page 2 to engage in a conversation about success points and areas to grow with your new hire	
	Explain and provide examples of what excellent work looks like from your perspective	
	Tell your new hire specifically <u>how well they have done</u> and include specific ways to improve their work	
	Inquire about any duties the new hire is unclear on	
Build relationships for success	Suggest ways for the new hire to gain a broader perspective of Sherman College and connect their work to Sherman’s mission and values	
	Inquire about how the new hire is feeling about their Employee Ambassador	
	Check in with the new hire’s Employee Ambassador	
	Inquire about how the new hire is feeling about his/her integration into the team	
Critical actions	Evaluate how the employee is doing before the six-month date. Use the “Are they a Yes, No or Maybe?” (See the Three-Month Check-in)	
	Contact Human Resources with any concerns prior to the end of their first six-months	

“We want to focus on creating a memorable experience for the new hire in the first year rather than processing them in the first few weeks.”

– Cheryl Hughey, Director of Onboarding at Southwest Airlines

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. What talents or skills do you have that you feel you aren't using often enough in your current role?
2. Is there any support you need from me? Am I providing the right level of feedback for you? Do you need more or less feedback from me?
3. Do you feel you are adapting well to our culture and standards?
4. What would you like to learn more about? What types of training or development opportunities would be of interest in the months ahead?

Standard Questions

1. Do you still have the resources necessary to complete your college-, 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)? How can I help you resolve the issue(s)?
5. What do you enjoy most/least about your work?
6. 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?
7. Do you feel that your experience as a team member is a positive one? Are you feeling included as part of the team?
8. How are things going with your Employee Ambassador?



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.