



New Hire Check IN

7 Day Check-in

- Review first week

Questions:

- What do you like about coming to work?
- Do you feel comfortable in the positions you've been working?
 - Ask specific questions around confidence in position
 - Review what's next
- What challenges are you currently facing?
- Are people being helpful and are you getting the coaching you need?
- Does the schedule we've got you signed up for still work for you?
 - Consider both hours and time/day of shift

Quick hitters:

- Do you know how to request days off?
- Did you finish your 7-Day NHS

30 Day Check-in

- Starts on Day 30 and can be delivered in 30 day increments through Day 90 and then GM driven after that
- Brief icebreaker
 - Scale of 1-10 how are you feeling about work?- No need to elaborate, but can ask follow up questions or offer support
 - Scale of 1-10 how are you feeling outside of work?- No need to elaborate, but can ask follow up question or offer support
- What topics would they like to discuss?
- What's going well?
- What would you like to see improve?
- Quick training and performance update from GM
 - Where are we at on One Source Training Path?
 - 1 Positive- What they do well
 - 1 Opportunity- Where they can improve