

## FIRST THREE MONTHS

*Goal: Employee is approaching full awareness of his/her role and responsibilities, beginning to work without close supervision, and producing meaningful work. He/she continues to acclimate to the environment, both functionally and socially. Employee feels a sense of loyalty.*

### Department/Individual Orientation

- Continue having regularly occurring one-on-one meetings.
- Meet for informal three-month performance check-in.
- Continue giving employee assignments that are challenging, yet doable.
- Create written performance goals and professional development goals.
- Discuss appropriate flexible work options.

### Socialization

- Have employee “shadow” you at meetings to get exposure to others and learn more about the department and organization.
- Have a check-in with the employee and buddy.
- Take employee out to lunch, and have informal conversation about how things are going.

### Training and Development

- Ensure employee attended a New Employee Orientation session. Request the employee provide feedback on the sessions and share as appropriate.
- Ask if needed training is completed.
- Provide information about continued learning opportunities, including tuition assistance, internal courses, department/individual training budgets, etc.