

## **SUPERVISORS:**

The following are some sample questions that you may find beneficial when holding your 30/60/90 day check-in meetings with your new employee. Discussion around these questions can help determine if the onboarding process has been successful and how it can be improved.

### **30-DAYS**

**Bring the mission statement and vision to life and help them discover the plans The College abides by to reach these core values.**

- *"What is/share with me your understanding of the mission and vision of the Unit, and of the College?"*
- *"What is your understanding of our department contributing to the overall mission and vision of the Office for the Academic Experience and of the College?"*

**Reiterate your expectations for your new employee.**

- *"Are there any expectations that are still unclear?"*
- *"How can I as your supervisor help clarify expectations or keep you informed as priorities change or compete with other areas of your job function?"*

**Encourage the formation of professional relationships/networks on campus.**

- *"How have you worked to build relationships with your coworkers, and, with colleagues across campus?"*
- *"How can I, as your supervisor, make it easier for you to build these relationships?"*

**Make sure your new employee understands your audience.**

- *"What can you tell me about who we serve, and how?"*
- *"Can you please walk me through how we serve the following groups: students, staff, faculty, parents/families, other offices, and/or off campus constituents?"*

**Solicit impressions about the Office for the Academic Experience culture.**

- *"What is your impression of the Unit's culture? Of the College's culture?"*
- *"What areas of campus culture can I help you with?"*

### **60-DAYS**

**Once the employee has taken time to fully assess The College, begin adding employee talents to the equation:**

- *"What areas do you feel you can excel in if given the support?"*
- *"Are there any areas of work/practice that you are interested in that I can help you with?"*

**Encourage building of personal brand within the department and Academic Experience by showcasing what employee can do/does well.**

- *"Are you comfortable with your current network? Do you feel like enough people at the College know who you are, what you do, and how you can help?"*
- *"What task/project/accomplishment are you most proud of so far? How can I, as your supervisor, help to promote that for you, so that people know of your expertise?"*

**Brainstorm the ways in which your employee can add their own personal touch to accelerate or enhance the department's growth.**

- *"What's one area in our department that if you were able to add a unique personal touch to, that it would improve the quality, efficiency, or expertise of?"*

**Your employee may have started with talking much more than listening, which is recommended. By this stage, begin leveling out the playing fields by soliciting employee contributions to the conversation.**

- *"Do you feel comfortable contributing during staff meetings?"*
  - *If no: "How can I help encourage you to share during our staff meetings?"*
  - *If yes: "What can I do to help you feel even more comfortable?"*

**Furthermore, encourage your employee to be an effective communicator by being open.**

- *"What barriers, if any, have you identified/noticed about open communication in our office?"*
- *"What can I do to help remove those barriers?"*

**Encourage your employee to enhance their versatility by taking on some tasks outside of their set responsibilities.**

- *"Have you explored yet any opportunities to serve on the Unit wide committees?"*

**Continue to be clear on expectations.**

- *"Is there anything I can help clarify for you with regards to expectations?"*
- *"What can we do to enhance your one on one's?"*

## **90-DAYS**

**By this time, your employee should have a firm grasp of the role they play in the office/Division. Their confidence is likely to have grown since their first day and leadership qualities are hopefully itching to be put to action. At this point, consider the following:**

**Encourage proactivity when it comes to campus happenings or being in the know.**

- *"What information do you feel you might need to be able to anticipate needs?"*
- *"What is the most effective way to disseminate that information to you?"*

**Encourage attention to and awareness of new projects; embolden your employee to be prepared to contribute possible solutions.**

- *"What areas have you been able to identify within our office that we might be able to address? Process? Staffing? Resources?"*
- *"How can I as your supervisor, position you to best help?"*

**Analyze the growth in their relationships/network.**

- *"How comfortable are you feeling with getting to know people in AEX?"*
- *"Are there any offices that you have not been able to touch yet?"*
- *"How can I help you continue to build your network?"*

**Help them address their novice mistakes.**

- *"In the first 90 days, where do you feel you have fallen short?"*
- *"What can I do to help build your confidence in that area?"*
- *"What advice might you give to someone so as to help them avoid making the same mistake in the future?"*

**Inspire them into broadening their horizons by getting more involved by attending events, joining a club, committee, or professional organization.**

- *"What activities pique your personal and professional interests?"*
- *"Are you settling in well in Charleston? Have you had adequate time to pursue personal interests outside of work?"*

**Make time to notice their growth and recognize them for their progress.**

- *"How do you prefer to be recognized for your work?"*
- *"How do you feel the first 90 days have gone?"*
- *"Are you fulfilled in your job so far?"*