

## Month 9 Checklist

Continue to invest in your new hire! Ongoing feedback and relationship building are key to engaging and retaining the employee.

<b>Employee Name:</b>	<b>Title:</b>	<b>Hire date:</b>
<b>Department:</b>	<b>Supervisor:</b>	<b>Buddy:</b>

### Career Information

- Discuss future ambitions and interests with the employee.
  - What is something you really enjoy in your current work?
  - Are there areas you would like to grow and learn more?
  - Can you see yourself staying in the department and what can I do to get you to the next level?

### Engagement

- Help them identify professional development opportunities or additional skills training.
- Discuss their integration with the team.
  - Do you feel like part of the team?
- Continue to help them connect their work to the broader departmental and university missions.

### Other

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