

Year 1 Checklist

Time to celebrate the employee's first year! Discuss ways to keep the employee challenged and engaged!

| Employee Name: | Title: | Hire date: |
|----------------|-------------|------------|
| Department: | Supervisor: | Buddy: |

Career Information

- □ Let the employee know that their one-year performance evaluation is coming soon. Ask them to reflect on the first year and share some of the following. Also, be prepared to follow up with feedback for growth and improvement.
 - What went well?
 - What didn't go so well?
 - What areas do they still need or want to improve?
 - What areas are they excelling in?
 - Did you meet your goals in the first year?
 - How did you feel about the workload?
- Learn what your employee needs to feel engaged and challenged.
 - Do they want more responsibilities?
 - Is the workload reasonable?
 - What ambitions do they have and how can you help them advance in their knowledge and skills?

Help them set goals for the next year.

Engagement

Continue to help them in identifying professional development opportunities or additional skills training. Ask them if they would be willing to serve as a "buddy" to new hires in the future.

| Other | |
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