

Month 3 Checklist

As the supervisor, you must continue to regularly check in to make sure the new employee is fully engaged in their role, is continuing to build relationships with the team, and understands how their role fits in with the bigger picture at Virginia Tech. It is also a great time to revisit how their training has been going and to identify if further training/support is needed.

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

Career Information

- Intervene early with attendance, performance, or conduct concerns. Clarify your expectations.
- Direct the employee to training opportunities and facilitate goal-setting, as needed.
- Evaluate how the employee is progressing through probation (if in a new staff position, this is the halfway point). As a supervisor, you will need to reflect on how the employee has been performing during the probationary period. Are they meeting expectations?
 - **If yes:** make sure they know you are happy with their performance. Provide detailed information on what they are doing well and include suggestions for ways to improve or enhance their performance so they can take it to the “next level.”
 - **If no:** While it is a difficult conversation, make sure they know that improvement is needed. You should already be providing feedback, but this is an ideal time to recap performance expectations. Be honest with the new hire about changes that need to be made to be successful in the position moving forward.
 - **If maybe:** The employee may be doing well in some areas and is weak in others. Provide suggestions for improving or enhancing the work they are doing well. Take some time to identify and share the concerns you have. Adjusting to a new job can be tough, so they may need some additional support that can be addressed through training. Work with them to create a plan to address the issues.

Engagement

- Check-in with their buddy to see how things have been going.
- Conduct a new hire survey to see how the employee is feeling about their job and to get feedback on their onboarding experience.
- See if there are projects appropriate for the new hire to partner with other teammates on so they can continue strengthening their workplace relationships.
- Help them identify [professional development opportunities](#) or additional skills training.

Other

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