

SIX MONTHS

Check-in

- Discuss any changes to the organizational vision and strategic plans for both the university and unit.
- Check in on job performance, work goals, and future expectations to ensure that the employee is performing at the best of their ability.
- The following questions are recommended when understanding your employees experience:
 - Are there any specific achievements you are particularly proud of?
 - Do you feel your role and responsibilities are clear?
 - How do you feel about your progress on the goals we set at the beginning?
 - What areas/tasks/projects are you enjoying the most within your position?
 - Are there any aspects of your job that you find frustrating or unfulfilling?
 - What challenges have you faced in the last few months, and how have you addressed them?
 - Are there any tasks or projects you feel you need more support or training on? If so, what trainings or resources have been most effective/beneficial? (Including offerings on campus)
 - Do you have any preferences for how you would like to gain additional training and experience so you can be successful (formal classroom, hands-on, job shadowing)?
 - Are there any skills you would like the opportunity to develop more?
 - Are there any processes that can be better streamlined?
 - How is your experience with the team?
 - How can I further support you in your role?

Resources

- Remind employee about any important campus-wide activities and ways to get involved (e.g., Employee Identity Caucuses (Black; LatinX; LGBTQ+, Asian & Asian American Pacific Islander; Disability), Staff Senate, and Faculty Senate).
- Inform of any campus events or important employee updates (Fall Fest, Staff Appreciation Week, Open Enrollment, Benefits Fair, W-2s, etc.).