

NEW TEAM MEMBER CHECK-IN

Today's Date		Position	
Name		Start Date	
Branch			

1. How are things going?

2. How is training going? Is there anything that you are having difficulty with?

3. How are you liking your new position? Is it what was described to you during the interview process?

4. Have you met the team? Do you feel like you are a part of the team? What would you say is the team feeling in the branch?

5. Have you been able to spend much time with your manager? Can you remember the last thing you chatted about?

6. Have you received your welcome packet?

7. Have you signed up for your benefits yet? Did you attend the benefits orientation and did you complete benefits tasks? (Add beneficiaries to their list), Are there any questions that I can answer for you? He said

8. Is there anything that I can assist you with? Do you know who to contact in the event that you need help or have any questions (*ex: need time off or running late for work, you encounter a problem in the field that you need assistance with (if applicable) or you have general questions concerning your employment*)