

Ongoing support tools.

1. Checklist (meeting 1).

	YES	NO	COMMENTS
The new hire has completed the Onboarding Program at its fullest			
The new hire has had the opportunity to apply at least 2 or 3 aspects learned from the Onboarding Program			
The new hire has received orientation during the first days and demonstrate adaptability to the role			
The new hire has approached to some (#) clients during the first days of work			
The new hire has had access to the necessary elements required for work (email, locker, tools ...)			
The new hire has adapted to the team dynamics and communication style			
The new hire has been introduced to relevant contacts within the organization			
The new hire has reviewed emergency procedures, exits, and contact information			

** Mention how your experience during the first days of work has been in terms of emotions (excited, nervous, positive, ...)

** Is there anything you would like to ask your mentor?

2. Checklist (meeting 2).

	YES	NO	COMMENTS
The new hire has expressed new challenges during the first days of work			
The new hire was able to work through the challenges presented			
The new hire has had the opportunity to apply at least 2 or 3 aspects learned from the Onboarding Program			
The new hire understands his role and responsibilities during the first days of work			
The new hire has increased the number (#) of clients approached during the first days of work			
The new hire has shown alignment with the team's values and norms			
The new hire has received assistance when asked for it during the first days of work			

** Mention how your experience during the first days of work has been in terms of emotions (excited, nervous, positive, ...)

** Is there anything you would like to ask your mentor?

3. Checklist (meeting 3).

	YES	NO	COMMENTS
The new hire is able to provide an overview of the first week at work highlighting the most important aspects of his/her day-to-day activities			
The new hire has had the opportunity to meet the team members and some heads of the departments			
The new hire comprehends the use of the different software, apps, and digital tools used at Aurum Studios.			
The new hire has shown alignment with the team's values and norms			
The new hire has increased the number (#) of clients approached during the first days of work			
The new hire has found that the workplace environment reflects the company values most of the time			

**Have you found that the workplace environment reflects the company values?

** Is there anything you would like to ask your mentor?

REMOTE FOLLOW UP QUESTIONNAIRE (WEEK 2 AND 3) - and monthly meetings during the probation period.

Please assess your experience and performance during the second week (third week, second month, and last month) of your probation period on a scale from 1 (lowest) to 5 (highest) for the following aspects:

1. I could overcome some challenges with the information received during the onboarding program.

1 2 3 4 5

2. I recognize that some days could bring me some difficulties, yet I enjoy doing my day-to-day activities as a coach.

1 2 3 4 5

3. I have accomplished at least 80% of the tasks that have been assigned to me in the latest days.

1 2 3 4 5

4. I could identify how the company culture is present in different moments of my day to day.

1 2 3 4 5

5. I felt supported by the rest of the team, mentor, and other coworkers.

1 2 3 4 5

6. I could demonstrate problem solving skills and creativity in my work.

1 2 3 4 5

7. I interacted with the customers and was able to meet their specific needs

1 2 3 4 5

- What areas of your role do you feel like you're especially good at?
- What areas do you feel you need improvement in?
- Is there anything else you'd like to discuss or any questions you have about your role or the company moving forward?