**90 Day Follow-up Interview**

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| Employee Name |  |
| Date of Hire |  |
| Supervisor |  |
| Interviewer |  |

**Instructions:** Ask new employees nearing the end of their first 90 days the following questions:

1. How do you feel you are doing in your new role? Is the position what you expected?
2. What types of challenges have you experienced in acclimating to your new role and/or to the company?
3. In which areas do you feel you require additional training?
4. Is your supervisor available to answer your questions? Are you comfortable using your supervisor as a resource when you have questions? If not, why?
5. Which policies, procedures, or aspects of your job responsibilities need further clarification?
6. Do you feel that this job makes good use of your skills and abilities?
7. Do you have a clear understanding of your job responsibilities and your supervisor’s expectations of you?
8. Do you have any comments or suggestions on how we can help make your transition more seamless?