**90-Day Check-In Outline**

Questions (*ask the employee these questions, feel free to select just the most relevant questions – you should be listening far more than you’re talking during this section*)

* What has energized you in your role over the last 90 days?
* What has challenged you over the last 90 days?
* On a scale of 1-10 (10 being the most confident), how confident do you feel about your ability to be successful in this role. (“10” doesn’t mean that you know how to do everything perfectly, rather that you know how to gain the knowledge/skills you need moving forward)
* What support, training, resources, communication, etc. do you need that you are not currently getting?
* Is there anything you’d like me to know, positive or negative, about your onboarding/re-boarding experience?

Review and Evaluation of 90-Day Expectations

* (*this is where you’ll list the expectations you established with your new employee in the last check-in, along with a quick appraisal of whether they are currently meeting each expectation*)
* (*if you did not establish and communicate to the employee specific 90-day expectations in your last check-in, you can still utilize this section, but you may need to be more lenient if the employee is falling short of any expectations*)
* (*be flexible with your evaluation – acknowledge any unforeseen complications that may have impacted the employee’s ability to meet those expectations – and be direct and clear with constructive feedback, balancing that with positive reinforcement and a focus on the future and moving forward*)

Moving Forward

* Overall goals for the year (*establish annual goals*)