



## Meeting Topics for the 60-Day Meeting

### The 60-Day Check-in

During the 30 to 60-day period, you should generally see your new hire put what they have learned into action, get involved in projects, actively participate in team discussions and meetings, show more initiative, and increase their workload.

<input type="checkbox"/>	Check in on progress on goals (as an example, this could be meeting with specific co-workers or other teams) and their training plan
<input type="checkbox"/>	Finalize SMART goals for the remainder of the year and ask them to enter them into My Perform for your approval (if this has not been already done)
<input type="checkbox"/>	How are they feeling about the position – have there been any surprises?
<input type="checkbox"/>	Are they receiving enough feedback from you or the people who are helping in the training?
<input type="checkbox"/>	Ask them if they have access to the tools and resources they need. Are there any specific areas where they feel they need additional training or time to become comfortable?
<input type="checkbox"/>	Ask about what has been going well for them.
<input type="checkbox"/>	Do they have any questions about their role, responsibilities, and expectations
<input type="checkbox"/>	Are there any roadblocks, or challenges, they have come across
<input type="checkbox"/>	Are you finding that you have enough, too much or too little time to do your work?
<input type="checkbox"/>	Review priorities and goals for the next 30 days