



## **Worksheet One: Follow-Up Checklist**

Every two weeks during first 3 months on the job, and then monthly thereafter, have a short, friendly meeting with your new employee. The following format is effective in that it focuses on strengths as well as opportunities, and when applied effectively, keeps the employee focused on the future. You should also be able to highlight any shortcomings, or areas for development, that are noticed.

**WHAT IS WORKING WELL?**

**WHAT CHALLENGES ARE YOU HAVING?**

**WHAT IS MOTIVATING YOU RIGHT NOW?**

**WHAT DO YOU WISH TO LEARN?**

**AM I, AS YOUR SUPERVISOR OR MANAGER, MEETING YOUR EXPECTATIONS?**

**SHORT TERM GOALS (BETWEEN NOW AND NEXT MEETING)?**

**DO YOU HAVE ANY QUESTIONS FOR ME?**

**and the FORCE is with you**