

**New Employee Check-In Agenda/Additional Questions**

(For use with weekly, 30-day and 90-day check ins)

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Week: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor/Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **What tools/supplies do you need to perform your role?** |
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| **Tell me how you are doing with the various computer programs and apps.** |
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| **What have you accomplished this week?** |
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| **What challenges have you encountered?** |
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| **How are things going as a part of UPMC/UPP/Pitt?** |
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| **How do you feel about the frequency of our meetings or meetings with your direct leader?** |
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| Feedback from manager/co-workers. |
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