**Ninety-Day Checklist**

At this stage of onboarding, your new employee should be working from an agreed upon list of priorities and goals that you have discussed. Now, as the supervisor, you must continue to regularly check in to make sure the new employee is fully engaged in their role, is continuing to build relationships with the team, and understanding how their role fits in with the bigger picture at SUNY Oswego.

* Provide regular feedback to new employee during the first ninety days and beyond.
* Direct the employee to training opportunities.
* If applicable to the position and department’s needs, provide guidance on identifying appropriate flexible work options to assist the employee’s effectiveness and efficiency. Refer the employee to the [SUNY-wide Telecommuting Policy](https://www.oswego.edu/human-resources/file/suny-wide-telecommuting-policy) for more information.
* Check to ensure the employee is fully engaged and sees themselves as a valued contributor. See questions below for prompts to help facilitate this conversation.

**Questions to Ask During New Hire Check-in Meetings**

* How is your job going?
* Is it what you expected when hired?
* Any surprises? If yes, what….
* Has the training been helpful?
* Is there any additional training you feel you may need or would be helpful?
* Do you feel you have all the work tools/resources you need?
* How are your relationships with your co-workers?
* Is there anything you see that can be improved upon in the department?
* Are you making connections in the local community or have any questions I can help with (for new hires who have relocated)?
* Do you feel you have been able to manage your work/life needs since starting this job?
* Was your New Hire Benefits Orientation helpful? Is everything OK with your benefits and pay?
* Is there anything I can help you with?
* Any questions/anything unclear?