

Onboarding Milestone: 6 months

- One-on-one meetings
- Ask for feedback
- Meet with the employee to make sure they are on track in meeting work expectations.
- Determine if the employee is getting the support needed in the department.
- Discuss professional development opportunities.

HR Training & Development opportunities are available to all UK employees:

- Professional development courses
- Technology courses

One-on-one Tips

- Review performance and provide feedback.
- Document the discussions.
- Suggested questions:
 - How are things going with your job?
 - Is it what you expected?
 - Were there any surprises?
 - Has the training been helpful?
 - What have team members done to make you feel welcome and assist with your transition?
 - Do you have the tools you need to get the job done?
 - How do you feel about the progress you've made?
 - How would you describe your workload?
 - Tell me about times you've felt overwhelmed?
 - What suggestions do you have for improvements in our department?