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| **Continuous Improvement** |
| * Ask for any improvements they would suggest for onboarding/remind them to take onboarding survey
* Customer journey/ideas for improved customer service
* Encourage innovative brainstorming on opportunities for improvement
 | Date Completed/Initials |
| **Touch base on Performance** |
| * Check the progress of training and work
* Evaluate employee’s ability to work independently
* Identify additional trainings needed
* Set goals to challenge employee
 | Date Completed/Initials |
| **Role within the Team and Organization** |
| * Verify that the employee understands their role
* Discuss how their duties align with our placemat
* Inquire about inclusivity and belonging
	+ Does employee feel part of the team? If not, what can we do to help them feel heard and included?
	+ Are their opinions and ideas valued, even if not implemented? If not, what can we do change this?

  | Date Completed/Initials |
| **Mentor (optional)** |
| * Check in monthly with buddy, mentor or sage
 | Date Completed/Initials |
| **Training-Core Curriculum**  |
| * Identify MO Learning courses from the below to complete.

The courses listed below are suggestions only.  If your agency has outlined courses, you can use those instead. The \* denotes courses that don’t have a suggestion for statewide use.First Quarter: [State of Missouri Onboarding-First Quarter](https://www.linkedin.com/learning/collections/enterprise/1~AAAAAAIgV7Q%3D865641?u=35674036) * Workplace Violence
* State Government 101 – Guide to Missouri’s Government
* Customer Service – Customer Service Foundations
* White Belt: Operational Excellence – Operational Excellence Foundations
* Conduct and Ethics – Business Ethics
 | Date Completed/Initials |
| **Other – Customize** |
|  | Date Completed/Initials |

General Notes