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| **Continuous Improvement** | |
| * Ask for any improvements they would suggest for onboarding/survey * Customer journey/ideas for improved customer service | Date Completed/Initials |
| **Touch base on Performance** | |
| * Check the progress of training and work * Evaluate employee’s production and engagement in work * Identify additional trainings needed * Set goals to challenge employee * Are there any barriers to their success? Ask for feedback from employee and provide your feedback. Identify potential barriers for success. | Date Completed/Initials |
| **Role within the Team and Organization** | |
| * Determine if employee feels comfortable voicing opinions * Review placement with new employee * Inquire about inclusivity and belonging | Date Completed/Initials |
| **Mentor (optional)** | |
| * Check in monthly with buddy, mentor or sage * Inquire if employee is willing to be a buddy for another employee | Date Completed/Initials |
| **Training** | |
| * Identify additional MO Learning courses to complete (suggestions below)   + [Complete confidence in minutes-weekly](https://www.linkedin.com/learning/complete-confidence-in-minutes-weekly?autoplay=true&u=35674036)   + [How To Present and Stay On Point](https://www.linkedin.com/learning/how-to-present-and-stay-on-point-2019/present-and-stay-on-point?autoplay=true&u=35674036)   + [Working With Your Personal Strengths and Weaknesses](https://www.linkedin.com/learning/working-with-your-personal-strengths-and-weaknesses/salman-rushdie-use-criticism-to-your-advantage?autoplay=true&u=35674036) | Date Completed/Initials |
| **Other – Customize** | |
|  | Date Completed/Initials |

General Notes