|  |
| --- |
| **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