



EMPLOYEE'S FIRST 90 DAYS

Assist employee with learning about their job, their unit, and the college:

- Share policies, practices, and procedures.
- Share unwritten policies and practices.
- Expand network or resources.
- Continue introduction of partners and stakeholders.
- Provide training.

Provide regular ongoing feedback and coaching:

- Review observations, issues and priorities.
- Initiate conversations about expectations, responsibilities, and other topics that will make the employee's role clear.
- Establish a plan for professional development and encourage participation in training or development opportunities. (e.g., performance program)
- Explain how the employee's work connects to Buffalo State's mission.
- Encourage the employee to ask questions and proactively address any outstanding concerns.

Sample questions to ask during check-in meetings:

- How is your job going?
- Is it what you expected when hired?
- Any surprises? If yes, what...
- Do you have all the work tools/resources you need?
- Is there any training that would be helpful to you?
- How are your relationships with your co-workers?
- Is there room for improvement in the department?
- Any questions/anything unclear?