

Employee's First 90 Days

Supervisor's Checklist for New Employees: The checklist contains key tasks to help outline their first 90 days. It's important to communicate and provide feedback early and often as your new employee learns their new role.



Assist Employee with Learning Their Job, Unit, and Institution	
	Share policies , practices, and procedures
	Share unwritten policies and practices
	Provide opportunities for the employee to meet with key stakeholders and/or departments
	Provide training materials to support learning and/or schedule meetings to provide information on specific job responsibilities and expectations. If team members are available to help with certain trainings, assist with coordinated those meetings.
	Encourage the employee to volunteer or participate in on-campus events, committees, and groups to familiarize themselves with Buffalo State University. Events such as New Student Orientation and Commencement are a great opportunity to meet people, interact with students, and learn more about the organization.

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
	Explain how the employee's work connects to Buffalo State's mission
	Encourage the employee to ask questions and proactively address any outstanding concerns

Use the Below Sample Questions During Check-in Meetings:	
	How is your job going? Are you receiving the support you need from your supervisor/team/colleagues?
	Is it what you expected when hired?
	Do you have all the work tools/resources you need?
	Is there any training that would be helpful to you?
	What has been the most surprising about your role? The institution?
	Any questions/anything unclear?