



OFFICE *of*
HUMAN RESOURCES

EAST TENNESSEE STATE UNIVERSITY

1 Month Follow-up

1. Verify required online trainings have been completed.
2. Verify Benefits Enrollment has been completed.
3. Meet with the new employee to discuss the first month.
 - a. What do you like about the job and the organization so far?
 - b. What's been going well?
 - c. What are the highlights of your experiences so far? Why?
 - d. Tell me what you don't understand about your Job or about the organization now that you've had more experience.
 - e. Do you have enough time to complete your duties?
 - f. What tools do you feel you need to better perform your job duties?
 - g. What training have you participated in or plan to participate in?
 - h. Are there specific areas of your job that additional training is needed?
 - i. What do you need to improve?
 - j. What can we do to help you become more successful in your current role?
 - k. Do you feel that you have been sufficiently supported as you learn your duties?
4. If you have not already done so, create the employee's probationary plan in eJobs. Explain the probationary process and what to expect during their 5th month formal evaluation.
5. Discuss measurable goals for the next 3 months and make a plan to provide support to help the employee meet their goals.