

NINE MONTHS

Check-in

- Discuss any changes to the organizational vision and strategic plans for both the university and unit.
- Check in on job performance, work goals, and future expectations to ensure that the employee is performing at the best of their ability.
- The following questions are recommended when understanding your employees experience:
 - How satisfied are you with your job overall?
 - Do you feel your role and responsibilities are clear?
 - How do you feel about your progress on the goals we set at the beginning?
 - What areas/tasks/projects are you enjoying the most within your position?
 - Are there any aspects of your job that you find frustrating or unfulfilling?
 - What challenges have you faced in the last few months, and how have you addressed them?
 - Are there any skills you would like the opportunity to develop more?
 - Are there any areas where you feel you could benefit from additional trainings or resources? So far, what trainings or resources have been most effective/beneficial?
 - Is there any professional development that interests you? (Including offerings on campus)
 - How can I further support you in your role?

Resources

- Inform of any campus events or important employee updates (Fall Fest, Staff Appreciation Week, Open Enrollment, Benefits Fair, W-2s, etc.).