

90 QUESTIONS TO ASK NEW HIRES

in the first 90 days of employment

Regular check-ins with employees are invaluable tools for gauging an employee's performance, job satisfaction, and areas of improvement. During the first 90 days of employment, check-ins are especially critical for ensuring new hires are on track to becoming an integrated part of the team. We asked hundreds of education HR professionals how they inquire with employees during their 30, 60, and 90 day check-ins and compiled this list of 90 questions you can use to see how your new employees are settling into their roles during the first three months:

30 DAYS

1. Are we doing everything to ensure a smooth onboarding process? If not, what's missing?
2. Do you feel you made the right choice coming to our institution?
3. What progress have you made in the last 30 days?
4. How are you doing?
5. Do you have any questions or concerns for me?
6. What HR-related assistance can we provide you?
7. Do you have any benefits-related questions?
8. Does everything look good on your paycheck and do the deductions look accurate?
9. What tools do you need that we have not yet provided?
10. What feedback do you have for us about the hiring process?
11. Do you have all the materials you need to learn your role?
12. Are you getting feedback from and giving feedback to your trainer?
13. What hasn't worked well so far and what can we do differently?
14. So far, is the job what you expected it to be?
15. Are you feeling challenged by the position?
16. What other information, tools, and resources do you need to do your job successfully?
17. Do you feel like you're integrating well with your team?
18. Have you met anyone on your team who you are not connecting with?
19. Are you feeling welcomed by staff in other departments?
20. Do you feel you are able to be productive and effective in your position?
21. Do you have adequate access to your supervisor?
22. Which aspects of your role are you most excited about, and which ones are you most anxious about?
23. Is the institution everything you thought it would be?
24. What improvements can we make in our orientation/onboarding process?
25. What additional training, if any, do you need to perform your job?
26. What have you worked on so far?
27. Do the responsibilities of the job closely match with what was described during the interview process?
28. Are we meeting your expectations?
29. What does your workload look like?
30. What has your team done to welcome you?

60 DAYS

1. Do you have everything you need to perform your job?
2. What can HR do to support you better?
3. It's been 2 months, is this job what you expected it to be?
4. What can we do to improve the effectiveness of new employees during their first 60 days on the job?
5. What aspects of your onboarding experience were most helpful in your first 60 days on the job?
6. Are you getting constructive and timely feedback on your performance?
7. Do you find your position challenging, but not overwhelming?
8. Have you met everyone on the team?
9. Are your team members helpful and supportive?
10. Have you had one-on-one meetings with your supervisor?
11. Are you creating a healthy work-life balance?
12. Are there things that you think are missing from the training?
13. Are you getting adequate feedback from your manager?
14. How are you fitting in with the department?
15. Do you need anything from me?
16. Are you settling in well to your role?
17. Do you have a clear understanding of what is expected of you in your role?
18. Do you have the resources you need to do your job well (i.e. computer, software, etc)?
19. Do you feel respected and valued by your coworkers?
20. Does your manager meet with you on a regular basis to discuss performance and development?
21. Do you have enough, too much, or too little work?
22. What skills do you need to learn to improve?
23. What challenges are you facing?
24. Have you accessed your benefits yet and do you have what you need to access them (i.e. insurance card, portal access, etc.)?
25. What do you need to be able to be successful in your job?
26. Is the job working out the way you anticipated?
27. Are you getting the support you need from other divisions/departments?
28. Are you clear on your job responsibilities and expectations?
29. Has your manager worked with you to develop SMART goals?
30. How are your colleagues and manager supporting your development?

90 DAYS

1. Are you happy with your decision to accept this job?
2. Is this job what you expected it to be?
3. What do you look forward to when you come to work each day?
4. What would make your job more satisfying?
5. What do you like least about working here?
6. What motivates you in your position?
7. What would you like to learn here?
8. What talents do you have that are not being used in your current role?
9. If you could change something about your job, what would that be?
10. What can your team do to support you better?
11. What can your manager do to support you better?
12. How do you like to be recognized for accomplishments?
13. Are you satisfied with your current responsibilities?
14. What process can be fixed or improved?
15. Who has been most helpful during the learning process?
16. How do you feel you fit in with the team?
17. How involved has the team been in your onboarding experience?
18. Have you created a skills development plan with your manager?
19. Do you believe you are receiving the proper training to be able to fully do your job?
20. Do you feel your supervisor is available for questions?
21. Do you feel comfortable bringing suggestions to your manager?
22. Is there any reason you would consider leaving?
23. What is your favorite aspect of the work you are doing?
24. What is the one thing I can do to improve your experience here?
25. After 90 days, are you clear on your job responsibilities and performance expectations?
26. Do you feel like you belong at the institution?
27. Have you set any personal goals for yourself?
28. What can we do to make the training process more streamlined for other new hires?
29. How are you adapting to the work culture?
30. Have you created a healthy work life balance?