

30, 60, 90, 6/9 MONTH CHECK-INS

This resource provides supervisors with guidance and suggested questions for meaningful check-ins with new employees throughout their first nine months. Use these check-ins to support continued development, address training or support needs, recognize progress, and encourage open communication.

30 DAYS

- Based on their trainings and check-ins determine what goals you would like them to be at by 30 days
- Ensure they have a good understanding of your management style

Potential Questions to Ask:

- So far, is the job what you expected it to be? Are you feeling challenged by the position, or are you already feeling bored (are you being pushed out of your comfort zone so that you are learning new things or are you stagnating?)
- Do you feel you have the information, tools, and resources you need to do your job successfully? Are you feeling welcomed by other unit staff?
- Are you experiencing any challenges in particular that I can assist you with?
- Are you feeling comfortable within the organization in general? Do you feel like you have a good understanding of your role within the organization?
- Do you feel you are able to be productive and effective in your position? Can you discuss why or why not?
- Is there any specific training that you feel you need to be successful?
- Is there any way the onboarding process could be improved?
- Do you feel you are receiving enough feedback and assistance from me?

60 & 90 DAYS

- Based on their trainings and check-ins determine what goals you would like them to be at by 60 and 90 days
- Support pace, encourage feedback and ensure a manageable workload
- Discuss Professional Development Opportunities
- Discuss how Recognition is given in your department
- Encourage your new employee to make goals at the end of the first month of where they would like to be at 60 and 90 days to reflect on during this meeting

Potential Questions to Ask:

- What areas/tasks/projects are you enjoying the most within your position?
- Are there any new skills that you feel you have developed or strengthened?
- Are there any skills you would like the opportunity to develop more in the upcoming weeks and months?
- What are some elements of the position you are not enjoying as much? Is this because you have not been given the proper tools or training to be successful, or because you simply do not prefer this kind of work in general?
- Are there any areas where you feel you could benefit from additional support or training?
- So far, what part of the onboarding process has been most effective/beneficial?

Your support helps make CU Boulder a more welcoming place for new employees and contributes to a strong onboarding experience.

Questions? Email newatcu@colorado.edu



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MONTH 6

- Review progress based on the goals, trainings, and feedback established during the first 60 and 90 days
- Assess whether the employee is becoming more confident, independent, and consistent in their role
- Identify any ongoing training, coaching, or support needed to strengthen performance

Potential Questions to Ask:

- What accomplishments from the last few months are you most proud of?
- What tasks or responsibilities do you feel most confident handling now?
- Are there any parts of the role that still feel challenging?
- What support, coaching, or training would help you continue growing?
- How do you feel about your workload and pace at this point?
- What skills or knowledge would you like to continue developing?
- What goals would you like to set for the next few months?
- How have you been feeling about your fit with the team and department?
- What has been most helpful in your onboarding and development so far?

MONTH 9

- Review overall progress, growth, and performance since onboarding
- Assess whether the employee is working with a strong level of independence and accountability
- Identify remaining development opportunities and any next-step goals
- Discuss readiness for expanded responsibilities, special projects, or leadership opportunities

Potential Questions to Ask:

- Looking back on the last nine months, what do you feel you have learned the most?
- What responsibilities do you now feel fully comfortable managing on your own?
- What areas would you still like to strengthen or improve?
- Are there opportunities you would like to take on next, such as new projects or responsibilities?
- What kind of support would help you continue progressing in your role?
- How do you feel about your growth since starting?
- What goals would you like to focus on over the next several months?
- Where do you see yourself developing next within the department or organization?
- What feedback would you give about your onboarding experience overall?

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