New Employee Orientation Checklist: During the First - Six Months

Orientation does not end after the first month of employment at Southeast. To achieve orientation success, managers must utilize strategies that focus on the long-term assimilation of an employee. One of the best ways to accomplish this goal is to develop a follow-up plan to see how well he/she is managing on the job. Here are a few tips to assist you in continuing a successful orientation.

**Supervisor’s Role**

- Celebrate the completion of the probationary period
- Encourage feedback from the employee
- Send employee to New Employee Orientation
- Continue to clarify roles, responsibilities and expectations as needed and provide ongoing coaching and feedback.
- Schedule weekly/monthly update meetings as needed.
- Conduct a probationary review meeting at the six-month period and provide detailed feedback to employee on his/her performance. Identify any areas that require further development or remediation.
- Establish goals to be met over the next year
- Ensure that any mandatory training has either been completed or is scheduled to be completed. Identify any other learning opportunities that may be appropriate for the employee.