



## Your new employee has been here a whole week!

**Did you know that according to LinkedIn, employees who felt their onboarding was highly effective were 18 times more likely to feel highly committed to their organization?**

**Now that your new team member has been here a full week, let's check in!**

### **That first week flew by so fast! Let's check in to see how it's going!**

**1. Schedule a 1 on 1 meeting with your new team member to see how everything is going. Here's some ideas of topics to cover:**

- Review progress of completion of mandatory trainings.
- Ask if the employee is interested in being contacted by a mentor. You can share the website with them and encourage the program.
- Encourage your new team member to feel comfortable asking questions and be sure to listen and address said questions.
- Confirm that they have signed up for any benefits they will need as open enrollment is the only time to sign up after the first 30 days.
- Check to see if they received their I-Time password. If so, you can show them around in their State Controller's Office login. If they have not, please contact the Payroll office.
- Ask if the employee is in need of any clarification or support in their position.
- Make sure to reiterate an open-door policy and be willing to answer any questions they might have.

**2. Start working to get to know your new team member better. Here are a few examples:**

- What knowledge are you wanting to gain?
- What can we help you do to achieve your goals?
- What energizes you at work?

-- Keep a look out for my next communication --