



### SETTLING IN (0-3 months)

- How is orientation/training going?
- Who is your supervisor? How often do you see him/her? What feedback are you getting so far?
- Have you read the employee handbook? Do you know how to...?
- What are you doing to get to know your co-workers?
- Have you been late or absent from work? If so how many times?
- How are your transportation/daycare arrangements working?
- How are you/your family adjusting to your work schedule?

### STABILIZING (4-8 months)

- Are you still getting training or are you now on your own?
- Are you confident you can do the job or are there areas about which you are unsure?
- Are you getting the hours you thought you'd be getting?
- What feedback are you getting from your supervisor?
- How are you handling conflicts with any co-workers/supervisor if any?
- Self-assessment of:
  - Job Performance
  - Attendance
  - Relationships on the job

### PRE-ADVANCEMENT (9-12 months)

- Continued self-assessment of:
  - Job Performance
  - Attendance
  - Relationships on the Job
- What feedback are you getting from your supervisor?
- Can you see yourself at this employer long term?
- What other positions at your employer are interesting to you?
- What are your future plans regarding your position and your advancement? Are you ready to start moving forward on these plans?

### ALL STAGES

- Follow up on actions from previous discussions
- Follow up on any actions from service plan
- Any changes in wages, hours, position
- How are your finances working out?
- Are you satisfied in this job? With this employer?
- Other barriers/problems you are encountering?