

QUESTIONS TO ASK YOUR NEW EMPLOYEE

15-Questions to Ask an Employee During the First 60-Days of Employment

Making it a point to meet with new hires within the first 60-days can yield some major dividends. Your purpose is to discover their likes and dislikes about their job, the environment, their co-workers, and the Boss.

Your goal is to see if the job meets their expectations, to find out if the company was accurately portrayed, and to nip potential problems in the bud before they spiral out of your control.

1. Why do you think we selected you as an employee?
2. What do you like about the job and the organization?
3. What's been going well? What are the highlights of your experience so far? Why?
4. Compare what you know of the organization now to what we explained it would be like during the interviews.
5. Do you have enough time to do your work? Too much or too little time?
6. How do you see your job relating to the organization's mission?
7. What do you need to learn to improve your performance?
8. What can the organization do to help you become more successful in your job?
9. Are there any items about your job or organization that you don't understand?
10. Which of your co-workers has been helpful since your arrived?
(Which employees can be influential in retaining the new hire.)
11. Who do you talk to when you have questions at work? Do you feel comfortable asking?
12. How well do you get along with co-workers? Any problems or concerns with your co-workers?
13. Does your supervisor clearly explain what is expected of you?
14. Does your supervisor offer examples of the expected outcome?
15. Do you believe your ideas and contributions are valued? Give examples.

Finish the discussion by asking if they have any questions or suggestions.
Let them know they are valued!

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