



Your new employee has been here a whole week!

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 LUMA password. If so, you can show them around in their State Controller's Office login. If they have not, please contact the Payroll office at extension 2204.
- Ask if the employee is in need of any clarification or support in their position.

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?

3. Human Resources will reach out to the new employee to schedule check ins for 45 days, 6 months, and 1 year.