









# RECRUITMENT CHECKLIST - THE FIRST MONTH

	Ensure 1:1 meetings are booked in and occurring at minimum weekly
	Session: address goals, training and performance assessment
	Assess new hires workload
	<b>Session:</b> Human Resources
	Ask questions - how are they finding everything, do they understand their job description, any concerns or any additional support they require
	Review 30 day plan with new hire
	Overview of formal performance review process
	Seek appropriate assistance if there are concerns with new hires performance