








RECRUITMENT CHECKLIST - THE FIRST 3 MONTHS

	Ensure 1:1 meetings are booked in and occurring at minimum weekly
	Create opportunities for new hire to make cross divisional contacts
	Ensure new hire is gaining exposure to a variety of projects and learning opportunities
	Review of 90 day plan
	Session: informal review of new hires performance. Discuss any areas of concern/development areas. Set support mechanisms.
	Ask questions - how are they finding everything, do they understand their job description, any concerns or any additional support they require
	Seek appropriate assistance if there are concerns with new hires performance