







RECRUITMENT CHECKLIST - THE FIRST 6 MONTHS

	Ensure 1:1 meetings are booked in and are occurring weekly (discuss goals, aspirations, development, training and project updates)
	Review the onboarding process and obtain feedback from new hire
	Acknowledge and celebrate new hires accomplishments in the first 6 months
	Review of 90 day plan
	Session: formal performance review
	Confirm probation outcome