

**THREE/SIX-MONTH CHECKLIST**

- Conduct a probationary review meeting with your employee (at the three-month or six-month point, depending on the job profile) and provide detailed feedback to employee on his/her performance. Identify any areas that require further development or remediation. For additional information regarding managing your new hire during the probationary period, click on Managing Employees
- Facilitate enrollment in any required learning/training courses, if applicable (sexual harassment, leadership skills, computer skills, etc.)
- Establish goals for your employee to be met over the next year or two
- Ensure that any mandatory training has either been completed or is scheduled to be completed. Identify any other learning opportunities that may be appropriate for the employee.