Meeting Topics in the first 30 Days

Scheduling intentional meetings with meaningful conversations will build better relationships and a better workplace!

Check-in Meetings during the first 30 Days	
☐	Develop a meaningful agenda so your meetings stay on task, are effective and encourage relationship-building.
☐	Ask your new hire to bring topics to every meeting for discussion – these may include: ❑ Accomplishments for the week ❑ Progress made on any established short-term goals ❑ Successes ❑ Challenges ❑ Questions ❑ Any feedback on the onboarding and training process
☐	Review required training progress & confirm your expectation for completion by the end of their first 30 days
☐	Work expectations: Discuss and agree with them on the following: ❑ Are they allowed to work remotely, on a hybrid basis (a combination of onsite and remote), or in-person only? ❑ What is the work schedule – do they have a flexible schedule, or do they need to work set hours? ❑ How and when are lunch periods taken during the day and how long are they? ❑ What about short breaks during the day or if time is needed for a personal errand or appointment – how are they requested and what notice is needed? ❑ When there are work assignments outside of standard hours, special events, or time spent in training, how do they adjust or report their time? Can they come in late the next day if they work late the prior day, and what is the procedure for notifications?
☐	Initiate a discussion on their goals: ❑ Point them to the My Perform performance management training tools (how to create and enter goals, journal entries, etc.) ❑ Let them know that annual goals must be entered by their 60-day mark for

	your approval ❑ Explain the performance review system and what are their priority outcomes
☐	Resource overview: Show the employee how to submit help desk tickets and any other resources they may need
☐	Introduce them to the YC culture by reviewing the Mission, Vision and Values and participatory governance information
☐	Explain important policies and specific department procedures for: ❑ How, when and who to contact when an absence or work hour change is requested ❑ How to enter time worked (for hourly employees) and time off (all employees) ❑ What are your expectations for using automatic replies, notifications, and calendar settings if they adjust their schedule ❑ Are there any "blackout periods" where time off is not approved due to College needs, meetings, or other team activities
☐	Confirm that they have scheduled Outward Mindset training, and any other training you agree upon
☐	Confirm that they can access their benefits portal for enrollment
☐	Confirm they are scheduled for the monthly Human Resources benefits presentation
☐	Schedule your next meeting(s)