

Onboarding Well

Week 5: Looking back and forward

Done?	To-dos:
	Continue Monday meetings (review schedule for the week, answer questions they have, review progress for any tasks they have set)
	Give them some performance feedback around work they have done
	If they are a leader, give them the assignment of thinking about what changes they would like to propose going forward for the team and/or their job; plan on reviewing this during week 9 or 10, before they implement anything
	Stop check-ins 2x a day and give them the assignment to reach out and schedule time when they need it <i>Note: Monitor their follow-thru – it will be a good indicator if they trust you and if the pressure of their own ego gets in the way of asking for help in a timely way</i>