

10 Questions to Ask Employees in Their First 60 Days ... and 8 to Ask Their Co-Workers About Them

www.BusinessManagementDaily.com



10 Questions to Ask Employees in Their First 60 Days ... and 8 to Ask Their Co-workers About *Them*

Which co-workers have been most helpful since you arrived?

Have you had any uncomfortable situations or conflicts?

Do you go home from work more worn out than you thought you'd be?

Does everyone seem to be on the same page when it comes to the quality that's expected in everything we do?

How long did that nervous "new employee" feeling last beyond your first day here?

Do we do anything differently here that has caught you off guard?

Does it feel like we asked for too many qualifications for what the job really entails, or too few?

Is there anyone here whose job is still a bit of a mystery to you?

Do we have people here who you always know will add a positive note to a bad day?

Do we give the impression here that any idea is an idea worth expressing, and will be listened to?



Does Sarah seem interested in making things better rather than just embracing the status quo?

Is Jim a big question-asker, or does he tend to just listen and hope to catch on to things?

What is Samantha's attitude toward being on time every day? Does she always come in no earlier than absolutely necessary, and leave as soon as it's acceptable to do so?

Has Timothy made any excuses or pointed fingers after something wasn't done correctly?

What is Eva's attitude toward unexpected work that requires a short deadline?

Has Val made any connections outside his department, or has he stuck close to the few people he was introduced to when he started?

What seems to motivate Jennifer toward doing a good job?

Do you think Derrick could be dropped into a different job and thrive, or do you think he'd be lost in another position?

Who says onboarding can't be fun?

Day One of a new job is not typically associated with fun. New hires usually spend their first day filling out forms, meeting co-workers and trying to keep their heads above water.

But some employers choose to enliven their onboarding process with games, quizzes and other activities that inform while they entertain. Here are some real-life examples that have made onboarding less tedious:

Handbook scavenger hunt. *Purpose: Learn key handbook policies.* Create questions based on what new hires need to know. Give the questions one at a time to employees to answer using the handbook. Award points for the right answers.

Fill in the blanks. *Purpose: Reinforce learning during presentations.* Prior to orientation presentations, hand out a list of incomplete sentences. Ask new hires to fill in the blanks with the appropriate information as they hear it during the day. Have the employees discuss and compare answers afterwards.

Self-guided tours. *Purpose: Emphasize company culture.* Let new hires tour without escorts. Provide each person with a list of questions to answer based on their observations. Encourage them to talk to employees for answers. After the tour, ask the new hires to share what they learned.

Employee hunt. *Purpose: Learn what co-workers do.* Give new hires a list of key employees to find. Ask newbies to have a short talk with employees about their jobs and secure signatures.

Picture match. *Purpose: Learn co-workers' names.* Introduce new employees to their team. Later, ask the new hires to match names with pictures of teammates.

Final note: "Sink or swim" onboarding doesn't work. Research shows that employees who are part of a high-quality, structured onboarding program are 69% more likely to remain with the company after three years than those who are not. Creative onboarding can help reinforce the motivation that new hires bring on their first day.