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# New Employee 60-Day Feedback Meeting

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Interviewer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Tell me about your experience here so far.
2. Has the experience been what you expected? Were there any surprises once you joined the company?  Was there anything indicated during the interview process that did not accurately reflect the company or your role once you were on board?
3. How satisfied are you with how the job was described during the interview process compared to what you are actually doing?
4. What recommendations do you have that would improve the new hire process?
5. Is there anything you wish you had known prior to starting here?
6. Why do you think we selected you as an employee?
7. How has your on-the-job training been?
8. What’s working well here? What are the highlights of your experiences so far? Why?
9. What’s satisfying?
10. What’s challenging?
11. Do you have enough, too much or too little time to do your work?
12. How do you see your job relating to the organization’s mission?
13. Tell me what you don’t understand about your job and about our organization.
14. Compare the organization to what we explained it would be like.
15. Which co-workers have been helpful since you arrived? (Goal: Pinpoint which employees can be influential in retaining the new hire.)
16. Who do you talk to when you have questions about work? Do you feel comfortable asking?
17. Does your supervisor clearly explain what the organization expects of you?
18. How does it go when your supervisor offers constructive criticism or corrects your work?
19. Do you believe your ideas are valued? Can you give examples?
20. How well do you get along with co-workers?
21. Have you had any uncomfortable situations or conflicts with supervisors, co-workers or customers?
22. What are you telling your friends and family about your job?
23. How satisfied are you on a scale of 1-10?
24. What is missing to make that a 10?
25. Would you recommend our company as a good place to work?
26. Any suggestions on how we can improve as an employer?
27. Any suggestions on how we can find more great people like you?
28. Is there anything else you’d like to tell me about?