

Sample Check-In Questions:

First Month:

- How are you feeling about your job overall?
- How confident are you in your ability to do your job?
- What is your main concern at the moment?
- What idea is overwhelming you?
- What is confusing you?
- What is exciting you?
- What is causing you doubt?
- What is making you hesitate?
- What inspires you?
- What is something that made you proud?
- What brings you the most joy at work?
- What is your biggest obstacle?
- What time of the day are you most alert?
- What time of the day are you least alert?
- What do you need help with?

3 Months:

- On a scale of 1 to 10, how satisfied are you with your job?
- On a scale of 1 to 10, how valued do you feel at work?
- On a scale of 1 to 10, how supported do you feel at work?
- On a scale of 1 to 10, how well do you feel you fit in with and get along with your colleagues?
- On a scale of 1 to 10, how respected do you feel?
- What does your daily routine look like?
- Do you feel challenged enough at work?
- What tasks are you most comfortable performing?
- What tasks take you outside of your comfort zone?
- What tasks are you struggling with?
- What tasks are you excelling at?
- What are you feeling most positive about?
- What are your favorite parts of your job?
- What are your favorite aspects of the company?
- How do you feel about your team?
- How do you feel about your relationship with your manager?
- What could be improved about your role?

6 Months:

- What have you been working on?
- What excites you most about work lately?
- What have you learned since our last check-in?
- What steps have you taken to improve since our last check-in?
- What is your greatest challenge at the moment?
- Do you feel that you have room to grow in this position?
- How in-sync do you feel with your teammates?
- What actions might help you better align with the team?
- What does your daily routine look like?
- What do you hope to be doing in one month's time? Three months? One year? Do you believe you are on track to meet these expectations?
- What tools might help you do your job better?
- What do you think the team should be discussing more?
- What do you think is the biggest time drain lately? How can we fix it?
- What do you need help with?
- What is one thing we can do to improve our communication?
- Which task took more time than expected?
- Which task took less time than expected?

1 Year:

- How supported do you feel by your team?
- How supported do you feel by your managers?
- How much bandwidth do you have to take on new projects or responsibilities?
- How fulfilled do you feel in your current position? What might boost those feelings of fulfillment?
- How can we redistribute responsibilities to be more efficient?
- How can we get ready to welcome a new teammate to the group?
- How can we better show appreciation for each other?
- How do you plan to push yourself outside of your comfort zone?
- What could be improved about your role?
- What have you learned since our last check-in?
- What steps have you taken to improve since our last check-in?