

# First month checklist

Review how the employee performs and check their feelings about their job.

- Create and send a first month onboarding survey
- Set a meeting with the department head about the employee's progress
- Set a one-to-one meeting with the employee at the end of the month
- Check the employee's feelings about the job
- Invite the new employee to participate in activities for team members
- Plan and schedule a three month and six month survey for the employee

REPLACE WITH  
YOUR LOGO