

FIRST SIX MONTHS

Goal: *Employee is producing deliverables at an increased rate, taking the lead on some initiatives, and establishing relationships with go-to partners. Employee feels confident and engaged, while continuing to learn.*

Schedule, Job Duties, and Expectations

- Conduct six-month performance review.
- Review progress on performance goals and professional development goals.

Socialization

- Create an opportunity for employee to attend or be involved in an activity outside of his/her work area.
- Invite employee to company events (all-staff meeting).
- Arrange for employee to meet with appropriate department heads either one on one or in a small group setting with other new employees.
- Meet with employee and buddy at the end of their structured buddy relationship. Discuss how things went and what else would be helpful for the employee.