



End of First Week Checklist for New Employees

New Employee: _____ Date : _____

REINFORCE THEIR DECISION TO JOIN THE COMPANY

1. *How did the week go overall? How would you rate it on a scale of 1-10? Why did you give it that number? What could we do to make things better?*
2. *Are you getting enough, too much or too little help overall? How's it going on the learning curve? How would you rate your progress on a scale of 1-10? How would you rate the way we teach? How could it be improved?*
3. *Has your new job lived up to your expectations? Did anything surprise you?*

MARKET RESEARCH

4. *Why did you decide to apply for work with us? Why did you decide to take this job? If we wanted to hire more people like you, how do you think we could get them to apply?*

SOLICIT FEEDBACK

5. *Most of the ways we do things around here were the very best way to do them when we started and some things we've been doing the same way for years. Because you've only been with us a week now, you still have a newcomer's perspective. If you could change some part of your job, what would it be and how would you do it differently? Is there anything else you would change?*

ASK FOR JOB APPLICANT REFERRALS

6. *Can you recommend any former co-workers or friends who you'd like to see work here with us? Where do you think he/she will fit in? Why do you think that person would be a good match? Who is the best manager/supervisor you ever worked for? Why were they the best? Do you think they might want to work here? Then either:*
 - a. *Great. Would you like to ask him/her to apply or would you like me to give him/her a call?*
 - b. *Great. We don't have any openings right now, but, when we do, I'll ask you the best way to get in touch with him/her.*

CLOSE

7. *Do you have any questions or concerns I can help with?*
8. **Either:** *I've heard/noticed that you're doing a great job so far. We're glad to have you as part of our team. Or: I've heard/noticed that you have been doing a great job at _____, but _____ needs some work. How can I help you with this or what can you do to improve in this area?*

**MAKE THE FIRST WEEK THE BEST WEEK THAT PERSON
WILL EVER HAVE ON ANY NEW JOB.**