

Coaching or Check-in Conversations

CURRENT Employees

Manager

- Hold group discussion & then provide expectations for ongoing coaching (how often / how long)
 - If discussions are held more consistently they should be much shorter (3-4 questions about the present)
 - The 5 - question Check-in questions are on the form
 - Coaching conversations are employee-led (employee schedules and prepares the agenda)
- Consider doing a “Rice Mile” discussion (provides a great foundation for overall expectations and performance)
- Any of the questions under the New Employee section can also be modified for current employees:
 - *What can I or we do to support your career goals?*
 - *What can I or we do to make your job more satisfying and / or keep you here?*
 - *What makes for a great day?*
 - *What professional development would enrich your current role and / or prepare you for future opportunities?*

Employee

- Complete and send their portion of the Check-in to Supervisor / Manager
- Prepare for discussion by reviewing notes, gather examples to share and ensure there is detail to discuss the MITs, as well as questions that need to be answered.

NEW Employee On-Boarding Check-in

Manager

- Use the form with questions provided and ensure the new employee understands the process
- Send additional questions (see below) before the meeting to allow the employee time to reflect

Employee

- Keep notes of questions to ask and even challenges / roadblocks as you learn your new job

Additional Questions (optional)

- **First 30-45 days: *The Honeymoon***
 1. How has the position / work matched up with what you expected?
 2. Have there been any surprises?
 3. How have your co-workers supported you? Is there one person specifically who has been quite helpful?
 4. What has been the best part of your first few weeks? What strengths are you able to use most?
 5. What has been your biggest challenge?
 6. How can we best leverage your past experience and strengths in this position?
 7. What most motivates you at work? How do you work best?
 8. Is there anything you think we should change or improve for new employees during this initial first few weeks?
 9. What are you still unclear about (process, policy, etc.)?
- **60-90 Days: *Expectations Exchange***

Materials needed for this discussion include, but are not limited to the job description, other goals / expectations already outlined & sample policies or procedures that may need clarified.

 1. Now that you have been in the role for _____ days, what is going well for you and what are you enjoying most? What has been the best day on the job?
 2. How has your adjustment been to our team and to Rice University overall?
 3. How do you feel about how your position fits with the Engineering school / Rice and impacts the bigger picture?
 4. What would you say is your biggest challenge at this point?
 5. Where are you spending most of your time (projects, tasks, etc.)?
 6. What have you learned about the schedule, workload, or even Rice University that somewhat surprised you?
 7. Do you feel clear about the expectations for your position and what it takes to be successful in your position at the School of Engineering? How would you describe what is expected of you?
 8. Going into your 180 day / 6 month review do you understand how your performance is measured?
 9. Can you think of training, resources, access, etc. that you may need?
 10. How are feeling overall about your choice to work at Rice in this position?
 11. As your Supervisor / Manager, how can I best support you going forward (start doing, stop doing, and continue doing)?