

Questions to ask your new hire over coffee:

1. How is it going? How do you feel in your new role?
2. What are you enjoying most about your role?
3. Is the job/University/team what you expected?
4. Has anything surprised you? If so, what?
5. Has training been helpful? What would you add or change?
6. Do you have all resources you need to succeed in your job?
7. Do you feel like you have gotten to know your coworkers well?
8. Do you feel out of the loop about anything?
9. What should be provided to new hires that we have missed?
10. What is working? What is not working?
11. Is anything about your role, the team or University still unclear?
12. As your supervisor, what can I do to make your transition easier?
13. Ask new employees about their ideas. What can be done to improve processes?