

By month three, most new hires have moved through the initial training phase and can do many, if not all, of their basic job duties. Basic questions tend to decrease, and you may think the onboarding process is all over. However, studies show that the big question on most employees' minds during months three through six is, "What do I need to do in order to progress?" (*Sapling HR 2019*). Employees at this stage want to see a structured way forward. Investing the time to provide performance feedback and a coaching plan, may be the difference between having an employee who stays for the long-haul and one who is willing to pick up and leave as soon as something better comes along. Building career development into the onboarding process can show new hires how to both contribute to the organization and advance their own career goals at the same time.

FIRST THREE TO SIX MONTH CHECK	
*90 Day Review	After the first 90 days, a manager should have enough information to evaluate if their new hire is working out. Our 90 Day Review can be a jumping off point in the evaluation process. This is also a great time to provide positive feedback to your new hire. Never underestimate the power of recognition.
*Supervisor Check-In: 60 Days and Beyond	Now that your new hire is gaining some traction, consider asking the additional Supervisor Check-In questions for 60 days and beyond.
*Performance and Development Plan	Meet with your new hire within the first 6 months to discuss performance and create a development plan moving forward. When it comes to setting role responsibilities and performance goals, vagueness is the enemy. Set defined, yet realistic, expectations for new hires and communicate expectations clearly so employees can evaluate their own progress and prepare for what is to come.
*Coaching Plan	Coaching plans are designed to take employees from good to great! When employees feel that you care about their personal growth and you give them the tools to succeed, they will be far more engaged in their work and the overall success of your team.

*Highlighted items are Helpside tools that can be found here: <https://www.helpside.com/hr-onboarding-library/>