|  |  |
| --- | --- |
| **Continuous Improvement** | |
| * Ask for any improvements they would suggest for onboarding/remind them to take onboarding survey * Customer journey/ideas for improved customer service * Encourage innovative brainstorming on opportunities for improvement | Date Completed/Initials |
| **Touch base on Performance** | |
| * Check the progress of training and work * Evaluate employee’s ability to work independently * Identify additional trainings needed * Set goals to challenge employee | Date Completed/Initials |
| **Role within the Team and Organization** | |
| * Verify that the employee understands their role * Discuss how their duties align with our placemat * Inquire about inclusivity and belonging   + Does employee feel part of the team? If not, what can we do to help them feel heard and included?   + Are their opinions and ideas valued, even if not implemented? If not, what can we do change this? | Date Completed/Initials |
| **Mentor (optional)** | |
| * Check in monthly with buddy, mentor or sage | Date Completed/Initials |
| **Training-Core Curriculum** | |
| * Identify MO Learning courses from the below to complete.   The courses listed below are suggestions only.  If your agency has outlined courses, you can use those instead. The \* denotes courses that don’t have a suggestion for statewide use.  First Quarter: [State of Missouri Onboarding-First Quarter](https://www.linkedin.com/learning/collections/enterprise/1~AAAAAAIgV7Q=865641?u=35674036)   * Workplace Violence * State Government 101 – Guide to Missouri’s Government * Customer Service – Customer Service Foundations * White Belt: Operational Excellence – Operational Excellence Foundations * Conduct and Ethics – Business Ethics | Date Completed/Initials |
| **Other – Customize** | |
|  | Date Completed/Initials |

General Notes