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| First Week-to ascertain sense of inclusion | Status of Manager/Supervisor Checklist? Check before asking employee the following:  Do you know and understand: dress code, where to park, breaks, emergency procedures, leave/time off requests, etc.?  Do you know how to find Department and Statewide Policies?  Do you have any questions or need clarification in regards to a policy?  Is there something that you need to do your job that you don’t have yet?  Tell me someone who has been most helpful in your first few days? |
| 30 day-to ascertain sense of inclusion | Status of Manager/Supervisor Checklist? Check before asking employee the following:  How is your workload (not enough, too much, just right)?  Do you know/understand the expectations of your role?  Are you utilizing MO Learning to increase skills/knowledge?  Do you feel comfortable asking your co-workers questions?  Is there something that you need to do your job that you don’t have yet?  Are you finding anything challenging? How can I assist with this?  Tell me about your best day so far? What made it the best day?  What would you like to accomplish in the next 30 days? |
| 90 day-to ascertain sense of belonging | Status of Manager/Supervisor Checklist? Check before asking employee the following:  Do you feel like a member of the team?  Do you have any other professional and/or personal interests within the Division?  Do you feel at ease voicing your ideas? If not, how can I help?  Do you know how your work/role impacts the organization in relation to its mission?  How do you feel our ENGAGE meetings are going?  Do you feel you receive adequate feedback? Do you feel comfortable giving feedback?  Do you have any ideas/suggestions for improvement in our communication?  Have you received adequate training and support to succeed?  Is there something that you need to help you succeed at a task?  Do you feel that your ideas are being considered, even if not implemented? |