90 Day New Hire Check-In Questions
Welcoming a new hire shouldn't end after their first day and week on the job. It’s important to continuously visit with them during their first few months to see how they’re settling in. After all, a person won’t have a strong sense for a job until they’ve been doing it for a little while.

It’s generally recommended that HR conduct check-ins with a new employee after their first month, 60 days, and 90 days with the organization. The 90-day check-in is especially important since it’s the last opportunity to answer questions and resolve issues in a formal setting. After the meeting concludes, the employee should be considered fully onboarded to the organization.

This checklist includes various questions that should be asked during a 90-day check-in to ensure the new hire is set up to do great work for a long time to come.

**Icebreaker questions**

Some people feel nervous sitting down with an HR representative in a check-in meeting so it’s a good idea to start off with some open-ended, icebreaker questions. The ones below will make the new hire feel comfortable and encourage them to say what’s on their mind:

**How have your first three months on the job been?**

It’s a vague question but a nice way to start the conversation. This question compels the new hire to recap their experience without being pushed for specifics.

**What has gone well since you started?**

Another open-ended question which should prompt the new hire to elaborate on their previous answer by citing specifics.

**What is the biggest challenge you’ve encountered so far?**

Learn more about the new hire and where they feel they struggle. You can provide encouragement, resources, and additional training so they’ll be able to overcome their challenge the next time they face it.
What part of your job have you enjoyed the most so far?

As opposed to the last question, you can learn what type of work the new hire feels comfortable doing. It could make sense to have them focus on those tasks going forward, if there is a need.

Have you identified any new opportunities you, your team, or the company could take on?

This question empowers the new hire to speak up. New employees often feel like they’re supposed to keep their thoughts to themselves but it’s important to show that the organization wants them to contribute ideas.

What one thing hasn’t gone well since you started?

This question will be a bit uncomfortable but gives the new hire the opportunity to voice any concerns. Challenge them to give at least one example of something that hasn’t gone well.

Performance-related questions

After the new hire recaps their general thoughts and feelings, you can start to ask more pointed questions that help you understand their job performance. These questions will ensure they have a strong grasp of their individual responsibilities and objectives:

Do you feel like you’ve accomplished your initial goals?

New hires should have role-specific goals with deadlines that align with check-in periods. The 90-day check-in is an excellent opportunity to learn if they achieved their preliminary goals and can move on to long-term objectives.

Have you been given clear and consistent feedback on your job performance so far?

Effective managers constantly provide feedback to their direct reports. It’s especially important to tell new hires what they should be focusing on and how they’re doing.
Do you feel like you have enough time to accomplish all your daily and weekly responsibilities?

If the new hire tells you they’re struggling to get everything done, try to figure out why. Shifting priorities, a lack of resources, or unclear expectations are common reasons employees struggle to best utilize their time at work.

Are the tasks and projects you’re working on what you expected when you joined the organization?

It’s important to define role responsibilities when you set out to hire for a position. If you find that new hires are being asked to do work that’s different than what was discussed during the interview, it likely means your organization needs to refine its hiring process.

Do you feel like your work contributes to your team and the organization’s objectives?

Every employee should feel like the work they do is meaningful and has a positive impact. It might not happen immediately for a new hire but by the 90-day mark, they should start to see their efforts paying off.

What do you hope to accomplish in the next few months and the rest of the year?

Since goals evolve after the new hire’s first 90 days, make sure they understand their new objectives and have a plan for how they’ll accomplish them.

Do you feel you have the tools and resources needed to do your job?

Employees should have everything they need to be productive. Your organization wants to get the most out of them so learn if there is anything your new hire needs to do great work.
Is there anything you would do differently during your first 90 days knowing what you know now?

This question will help you discover how the new hire has grown during the short time they’ve been with your organization and the strides they’ll make in the future.

**Onboarding questions**

The 90-day check-in meeting should also be used to conclude the onboarding process. These housekeeping questions ensure all the miscellaneous new hire tasks have been squared away:

**Have you reviewed the employee handbook? Do you have any questions about our organizational policies?**

Some new hires don’t get around to reviewing the employee handbook right away. But by the third month on the job, they should be familiar with the organization’s policies.

**Have you been able to successfully enroll in the benefits you’re eligible for?**

It’s important to confirm the new hire has enrolled in insurance, retirement savings, and other benefits your organization offers, provided they’re already eligible.

**Are you seeing the company’s values in action in the workplace?**

**Are you able to incorporate them into your work?**

Learn if the employee has taken the time to learn your organization’s values and is keeping them in mind as they go about their workday. Additionally, discover if the organization as a whole is living by its values.
Do you feel comfortable in the workplace? Are the new-job nerves gone now?

It’s a nice gesture to ask the employee if they’ve settled into a routine and feel at home in the workplace.

Are there any lingering questions about the job or organization you still have?

One last opportunity for the employee to ask questions before the formal check-in meetings conclude.

Tips for conducting 90-day check-ins

The questions included in this checklist will help you learn how your new hires are feeling after three months on the job. Here are a few other tips to keep in mind when conducting these check-in meetings:

- **Revisit key points from previous check-ins** – If you conducted 30 and 60-day check-ins, ask the new hire if the concerns they voiced in those meetings have been resolved.

- **Document the employee’s answers** – Always document what’s discussed in these meetings so future performance reviews and check-ins can pick up where the last conversation left off.

- **Tie up loose ends** – Don’t consider the employee fully onboarded until all lingering problems and issues have been put to rest.

- **Discuss future goals and objectives** – Be sure the new hire understands their specific responsibilities and goals going forward.
• **Make sure the employee knows HR is available** – Even though this is the last sit down with HR for the new hire, let them know your team is always available should they have any questions.

Set new hires up for long-term success

There’s a lot that goes into bringing a new employee aboard. Go above and beyond in making them feel welcome so they’re set up to do great work for a long time to come.