

Love Your Career

*Let's set you up for success
with these kick-starter sessions*

NEW TABITHA TEAM MEMBER ONBOARDING GUIDE

Name _____

Date of Hire _____



TABITHA

Week One

Reflection

DATE

1. How has your first week with us been? What is the biggest highlight?
2. At this point, what do you understand your role to be?
3. Do you have the equipment, supplies and information necessary to do your job?
4. What is your understanding of our Mission and Core Values?
5. Do you feel comfortable asking questions? Who have you most often gone to with questions?
6. What do you need from me? How can I be most helpful?

GOALS / COMMITMENTS | In one month I would like to...

One Month

Reflection

DATE

1. How has your first month with us been? What are the top highlights?
2. Do you understand the expectations of your role? Are there areas where I can support you more?
3. What is the best part of your current role? The most difficult part?
4. Who have you found to be your best partners?
5. Do you feel like you are “in the know” on things happening at Tabitha? What is your preferred method of communication?
6. How do you feel connected to our Mission and Core Values?

GOALS / COMMITMENTS | In two months I would like to...

Three Months

Reflection

DATE

1. How have your first three months with us been?
2. In the areas of relationships and communication, what more do you need to be successful at Tabitha?
3. What areas of the organization would you like to learn more about?
4. How do you prefer to be recognized? Do you feel comfortable recognizing others?
5. In what areas would you like to receive additional training or development?
6. Do you see yourself staying with Tabitha long-term? Is there anything you have experienced that raises concerns?

GOALS / COMMITMENTS | In three months I would like to...

TEAMember

Manager