



VA Veterans Onboarding Program

Agenda for Onboarding Check-In Meeting

Purpose			
Outcome			
Date			
Time			
Participants			
Questions			
Next Meeting			
Action Items	Action Item	Assigned to	Target Date





VA Veterans Onboarding Program

Suggested Questions for Onboarding Check-In Meeting

Weekly and Biweekly Check-In Meeting

- What is going well?
- What is going as you expected?
- What is not going as you expected?
- What is your major learning, insight or discovery thus far?
- What would you like to have more of?
- What would you like to do differently?
- What are your goals for the next week/month?
- How can I help? What do you need from me? How can I support you?
- What training, resources, etc., could I provide to help you succeed?

90-Day Check-In Meeting

- What were your initial impressions when you joined the VA?
- Do you feel welcomed by the department staff? Are coworkers supporting and encouraging you?
- Are you beginning to feel at home in the organization?
- Do you feel you are moving toward being more productive and effective in your position?
- What is working? What is not working?
- What needs to be clarified?
- Tell me about a rewarding experience or interaction that you have had over the last three months. What happened? What did you do?
- How has the onsite sponsor helped you with onboarding?
- What are your goals for the next few months?
- What challenges are you struggling with?
- How can I help? What do you need from me? How can I support you?
- What training resources, etc., could I provide to help you succeed?

6-Month Check-In Meeting

- What accomplishments are you most proud of?
- What small change could affect you in the most positive way?
- What are your goals for the next few months?
- What part of the work challenges you the most?
- What new projects interest you?
- Is there anything else I can do to help you?
- Do you need anything to make your work easier?
- Do you need anything to be more successful?
- How do you want to stay in touch moving forward?