10 Questions to Ask Employees in First 60 Days

Recruiting, hiring and training new employees can eat up a manager’s time. The last thing you want is to restart the process all over again because that new hire just stood up and walked out the door after three months.

To avoid repeating that time-consuming process, it’s important to talk with new employees soon after they arrive to uncover potential problems that can cause turnover.

Make it a point to meet with new hires within the first 60 days. Your goal: Discover their likes and dislikes about the job and environment, see if the job meets their expectations, and nip potential problems in the bud.

View these one-on-one chats as a continuation of employee orientation and a way to gain fresh insight into your department and the organization. Here are some questions you can ask during the meeting (adapt them to your own needs).

1. What has been going well so far?
2. What are the highlights so far?
3. Do you have enough, too much or too little time to do your work?
4. How do you see your job relating to the organization’s mission?
5. What do you need to learn to improve?
6. What can the organization do to help you become more successful in your job?
7. Compare the organization to what we explained it would be like.
8. Which co-workers have been helpful since you arrived?
9. What recommendation do you have for future new hires in terms of orientation?
10. How well do you get along with co-workers?