

NEW SUPERVISOR ONBOARDING



120 DAY MANAGER & SUPERVISOR CHECK-IN

Use this form to lead the check-in conversation. For more information on check-in topics and activities, refer to the New Supervisor Onboarding Program (NSOP) Manager's Guide.



- ☐ Discuss short and long-term goal(s) progress



- ☐ Discuss self-directed learning progress



- ☐ Determine key business contact check-in(s) needed for OTJ clarification
Supervisor will request/invite key business contact check-in, when needed



- ☐ Peer sponsor updates, if applicable



- ☐ Discuss team/business updates

Notes &
Follow-up

Below are some previous (90 Day) NSOP activities. Discuss any items that have not been covered already.

- Discussed short and long-term goal progress
- Established self-directed learning plan
- Registered/completed NSOP instructor-led classes

Supervisor Name:

Check-in Date: