

NEW SUPERVISOR ONBOARDING



30 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.



- ☐ Debrief NSOP eLearning courses already taken
All eLearning courses should be completed within 45 days from the supervisor's start date.
- ☐ Prep for/discuss upcoming eLearning courses



- ☐ Determine NSOP instructor-led class schedule, as prerequisites permit



- ☐ Establish short-term goal(s)



Assess key business contact check-in(s) needed for course topic 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 the previous (7 Day) NSOP activities. Discuss any items that have not been covered already.

- Discuss the New Supervisor Onboarding Program goals and expectations
- Share the organization's vision/goals and the impact of the department, team, and supervisor's role
- Establish team communication expectations and schedule future manager check-ins
- Assess supervisor's learning needs and determine eLearning course order
- Agree on short-terms work goals and timelines

Supervisor Name:

Check-in Date: