

NEW SUPERVISOR ONBOARDING



60 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 taken
All eLearning courses should be completed at 45 days



- ☐ Prep for/discuss upcoming instructor-led courses
- ☐ Debrief NSOP instructor-led class(es) attended
Register for upcoming ILTs as prerequisites permit



- ☐ Discuss short-term goal(s) progress
- ☐ Establish long-term goal(s) plan



- ☐ Determine 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 some previous (30 Day) NSOP activities. Discuss any items that have not been covered already.

- Determined and updated short-term goals
- Registered for NSOP ILT classes (as prerequisites permit)
- Requested/attended key business contact check-in(s), as needed

Supervisor Name:

Check-in Date: