

NEW SUPERVISOR ONBOARDING



90 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 instructor-led courses already taken
All eLearning courses should be completed.

- ☐ Prep for/discuss upcoming instructor-led courses
All instructor-led courses should be completed in 90 days.



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



- ☐ Establish self-directed learning plan



- ☐ Determine key business contact check-in(s) needed for course topic clarification



- ☐ Peer sponsor updates, if applicable



- ☐ Discuss team/business updates

Notes &
Follow-up

Below are some previous (60 Day) NSOP activities. Discuss any items that have not been covered already.

- Debriefed completed eLearning courses and prepped for upcoming courses
- Established long-term goals and updated short-term goals
- Continued NSOP final eLearning courses
- Registered for NSOP ILT classes (as prerequisites permit)

Supervisor Name:

Check-in Date: