



OFFICE *of*
HUMAN RESOURCES

EAST TENNESSEE STATE UNIVERSITY

3 Month Follow-up

1. Meet with the new employee to discuss how their time at ETSU has gone.
2. Clarify any policies or procedures that remain unclear.
3. Additional training needed?
4. Review job duties and discuss areas of improvement.
5. Discuss progress towards goals set in 1st week/1st month.
6. Any questions or concerns?