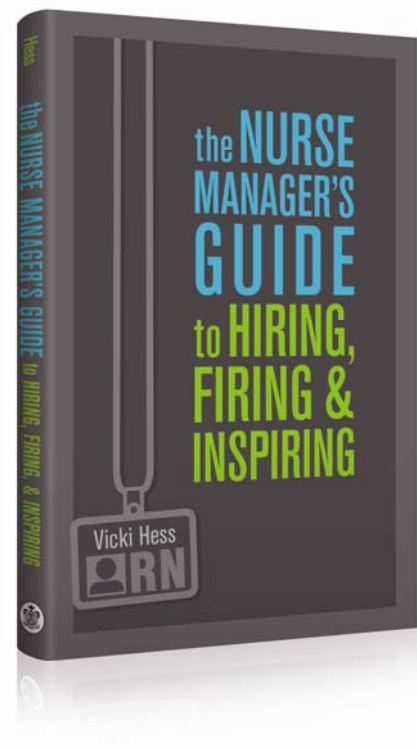
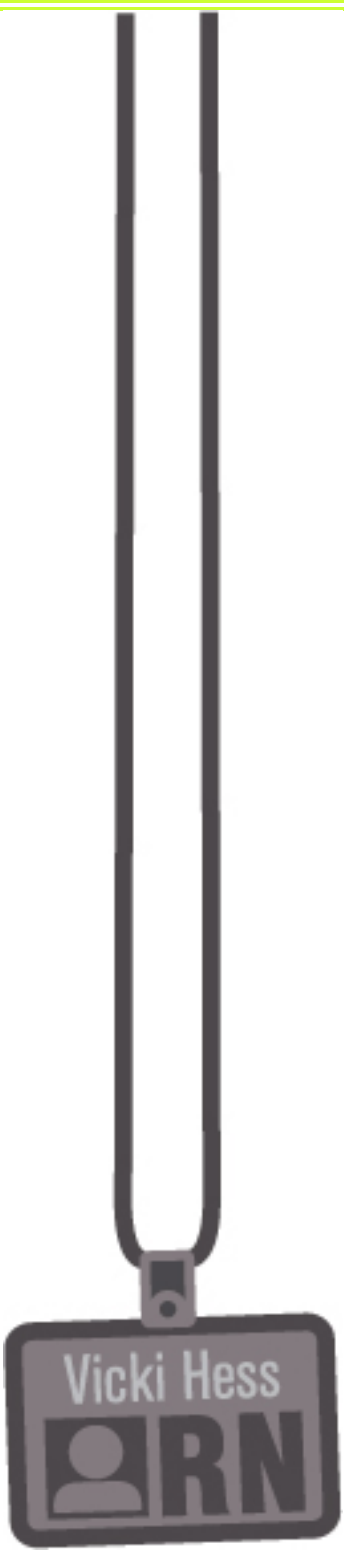


TIMESAVER TOOL

CHAPTER 6

HIRE TO 3 MONTHS CHECKLIST





HIRE TO 3 MONTHS CHECKLIST

Remember that employee retention and engagement starts from the moment the candidate says “yes” to the job. These items will decrease new job stress for the employee and increase the person’s comfort level at work. For more information, please refer to Chapter 6 of *The Nurse Manager’s Guide to Hiring, Firing & Inspiring*.

Date Due	Action Item	Date Completed
	Job offer made and accepted	
Upon acceptance	Handwritten welcome note sent to home address	
1 week before start date	Phone call to check in and answer questions	
Weekend before start date	Email reminder of details for orientation (time, location, dress code, items to bring, etc.) and your phone number	
Orientation – Day 1	Stop by during a break to say hello	
Last day of orientation	Lunch meeting – invite preceptor(s) to join you	
Day one of department orientation	Meet and greet new hire upon arrival if possible; Provide orientation calendar with work schedule and important meetings, etc.; check in at end of shift	
End of first week	Appointment to check in on progress, preceptor fit, answer questions	
End of first month	Lunch meeting	
90 day feedback	Meeting with preceptor(s), educator and new hire to evaluate progress to date	



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