

### 30 and 90 Day Meeting Feedback

Use this document to record the comments from your 30 and 90 day meetings with new employees.

30-day meeting Date _____	90-day meeting Date _____
Name: _____	Department: _____
Job Title: _____	Hire Date: _____
Supervisor: _____	Trainer/Preceptor: _____

1. How do we compare with what we said in your interview process?	
2. What's working well?	
3. Have there been any individuals who have been particularly helpful to you?	
4. Based on your past experience, what ideas do you have for improving our processes or operations?	
5. Is there any reason that you feel this is not the right place for you?	
6. (90 days) Do you know of any candidates that you can recommend as potential employees?	

Do you have any additional comments or questions?

Thank you for your time and feedback!

Leader Signature	Date