



**EMPLOYEE
NAME**

**START
DATE**

- Hold monthly 1:1 meetings
- Set clear expectations for performance and behavior
- Provide timely, specific feedback
- Share department goals and priorities
- Encourage questions and input

- Create a welcoming, respectful environment
- Recognize great work regularly
- Address negative behaviors quickly
- Encourage collaboration and mentorship
- Celebrate wins (big + small)
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- Provide a 30/60/90 development roadmap
- Offer OEM or skills-based training opportunities
- Support certifications, or continuing education
- Show a visible career path
- Discuss development goals twice a year
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NOTES

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