

## Anniversary Interviews

### 90-Day New Hire Interview

The supervisor or counselor explains, “The purpose of this meeting is to check in you and see how things are going. We meet with all new employees around the 3-month and 9-month marks to get your input on what we do well and where we can improve.” Then the supervisor asks these questions, recording responses in order to follow up on actionable items and track trends over time.

1. What are you enjoying most about your position at [organization name]?
2. What do you know now about the organization or your job that you wish you had known your first week? (How would this help you be more effective?)
3. Can you readily locate the information and resources you need to get your job done?
4. a. How has it been getting to know people and feeling “at home” at [organization name]? (Is it easy? Is it difficult?)  
b. Is there anything we should consider doing that would make it easier to be “new” at [organization name] (to help with the transition)?
5. What do you like best about your boss?
6. What do you like best about your colleagues/work group?
7. Is there anything you would like to see your boss or your work group do differently?
8. Have you had an opportunity to set goals with your supervisor? If yes, do you feel like you have the appropriate resources and information to complete those goals?
9. What’s different at [organization name] (good or bad) from your last employer?
10. How was your onboarding experience (orientation, systems training, new hire paperwork)? Can you think of any additional ways we can make those experiences better for new employees?
11. What could be done to build and strengthen a positive culture at [organization name]?
12. Any questions or outstanding issues?

### 9-Month New Hire Interview

In this touchpoint, some questions are the same as in the 90-day conversation and some are different. The supervisor or counselor explains, “We spoke about 6 months ago. The purpose of this meeting is a similar opportunity to check in with you and see how things are going. Now that you’ve been here for 9 months, we’re interested in your input on what we do well and ideas for where we can improve.”

1. What is the best thing about working at [organization name]?
2. What’s different at [organization name] (good or bad) from your last employer?
3. After 9 months, is there anything you know now about the organization or your job that you wish you had known earlier? (How would this help you be more effective?)
4. Do you understand how your job/department contributes to [organization name]’s overall goals?
5. What development opportunities do you see for yourself going forward? (Could be a conversation on what the employee wants to learn in their current role or where they see new opportunities to make a difference).
6. What could be done to build and strengthen a positive culture at [organization name]?
7. How could you contribute to culture building at [organization name]?
8. If you could change one thing about [organization name], what would it be?
9. (If appropriate, based on location) Have you had an opportunity to participate in any of the employee activities (e.g., Fun Food Thursday, Lunch & Learns, Health & Wellness or community [organization name]-sponsored events)? If so, any thoughts or feedback? If not, is there something that causes you not to participate when you would like to?
10. Is there anything I can help you with?
11. Any questions or outstanding issues?

### 3-Year and 5-Year Anniversary Interviews

The supervisor or counselor explains, “We had a couple of conversations with you in your first year of employment with [organization name]. Employees’ perspectives change over time, and we want to take the opportunity to understand how your experience and the organization have developed over the last 3 (or 5) years. We’re interested in your observations. We value insight on what we do well and input on the things which can be improved.”

1. What do you enjoy most about your work? Your team? Your supervisor?
2. How would you describe your professional growth at [organization name]?
3. Where have you grown? Where would you like to grow?
4. What keeps you here at [organization name]?
5. How has [organization name] changed since you’ve been here (better or worse-be specific)?
6. How have you contributed to [organization name]’s success?
7. If there was one thing you could change about [organization name] what would it be?
8. What could be done to build and strengthen a more positive culture at [organization name]?
9. How could you contribute to culture building at [organization name]?

Is there anything you hoped we would talk about but didn’t?

**Note: ALWAYS thank employees for their time and their input at the end of each interview!**