

The logo for NJIT, featuring the letters 'NJIT' in a white serif font on a red background. A white swoosh underline is positioned beneath the letters.

New Jersey's Science & Technology University

THREE / SIX MONTH CHECKLIST

____ Conduct a probationary review meeting to let your employee know how he/she is performing. Provide detailed feedback on his/her performance. Identify any areas that require further development.

____ Facilitate enrollment in any applicable learning/training courses. Identify any other learning opportunities that may be appropriate for the employee.

____ Establish goals for your employee to be met over the next year or two.