

CJC Staff 90 Day Checklist

(If you are new to UF, you are halfway through your probationary period!)

Topics and Questions to Consider for your Check-in

- Make sure all required training has been completed.
- Evaluate your performance (are doing the work well in terms of quality and attitude?)
- Paying attention to details and meeting deadlines for quality deliverables
- How is your communication and interpersonal skills contributing to the team environment?
- What is working well, and what additional resources do you need in order to be successful?
- Have there been any experiences in the last three months which has caused you to be discouraged?
- What additional tools or training would be helpful?
- What has been your biggest challenge or adjustment?
- Has your CJC Buddy been helpful?
- Remember if you have any questions, please feel free to contact your [CJC-HR office](#).