



## Two Week Discussion

**Employee's Name:**

**Employee's University ID#:**

**Department:**

**Employment Date:**

**Supervisor's Name:**

**Supervisor's University ID#:**

The following questions have been designed to assist you in giving the new employee some important initial feedback.

1. In what areas do you feel the new employee is especially strong?
  
2. How well is the new employee functioning so far, compared to how you expect an employee to function after two weeks of employment?
  
3. What suggestions could you give to the new employee to assist in adapting to the new position?
  
4. Are there things that the department could do to assist the new employee to adapt to the new position?
  
5. Are there any areas of the new employee's job that need additional clarification?

The signatures below indicate that we have discussed the questions above.

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Revised 07/2013