

90-Day HR & Employee Information Exchange

NAME _____ START DATE _____

POSITION _____ DEPARTMENT _____

SUPERVISOR _____

JOB DESCRIPTION:

How closely does your job duties compare to the job description / advertisement you were given when you started?

What do you enjoy the most about your job?

What aspects of the job could be changed to make it more enjoyable?

LEADERSHIP & COWORKERS:

Does your supervisor give you clear goals and expectations about your job?

Do you get support from your coworkers when you have questions?

HIRING PROCESS:

Overall, how do you find the recruiting process at SCHOTT?

In regard with the hiring process, what suggestions do you have for improvements?

TRAINING:

Do you feel that you have been trained properly in order to meet the job requirements?

What training is still needed so that you can excel at your job?

COMPENSATION AND BENEFIT:

Do you understand SCHOTT's benefits plan including healthcare (medical, dental, RX) our disability programs and our 401k plan?

Do you know where to go to find out more about these programs? HRIntouch, mycigna.com, EE Reference Guide, etc.?

SCHOTT feels a real obligation to progress wellness within our workplace. Have you seen activities since you've been at SCHOTT that are wellness related?

Have you considered joining our Wellness Committee which helps determine and organize Wellness events?

COMPANY POLICIES AND PROCEDURES:

Can we clarify any company policies or procedures in the employee reference guide?

Do you have any questions regarding our time off policies or processes (overtime, vacation, missed time from work, etc.)?

OVERALL:

Are you happy with your decision to work at SCHOTT, would you refer your friends or family?

Do you have any questions for us?

EMPLOYEE SIGNATURE

DATE