



30-60-90 Day Reviews

When an employee is hired, a probationary period is often assigned to see how they perform in the first few months on the job. This is the time to assess an employee on the job and how they do on their own. Standard probation periods include 30 days, 60 days, and 90 days. At these check points, it is important to sit down with the employee, provide feedback, review with them what they are doing right or wrong and where you can offer some tips for improvement. Before each period begins, ensure that the employee knows what is expected of them, such as performance markers and completed training. Help them make goals for each review and determine how they can work toward them, and achieve them.

Tips for review markers:

- 30 days – review introductory information and gauge how they are adjusting.
- 60 days – go over what was reviewed in the last meeting, review current progress, and set goals for the next meeting.
- 90 days – Review the past 90 days and how the employee is working with the rest of the team, determine if they have met their goals – why or why not? Make goals for the future and determine if further scheduled reviews will be needed.



Productivity can be affected when a position is open, leaving more work for other employees to take on along with their regular duties. While we can't always predict when a spot will open, we can prepare ourselves for when it does happen. If you try to fill the spot in a hurry, you may not find the best person for the job and will more than likely have to repeat the process if the employee doesn't work out. While every company should develop a standard hiring strategy, an emergency hiring strategy is also recommended. An emergency hiring plan consists of steps and processes to follow when a position needs to be filled in a hurry, but can still assure that the right person

Put Lots of Weight on Cover Letters

Although the cover letter is often forgotten, it is an important introduction for any person applying for a job. As a hiring manager, you know it can be annoying to receive countless resumes without a cover or adequate contact information. Companies are putting more stress on a good cover letter. A cover letter is a chance for potential employees to freely write a summary about themselves, including a brief summary of skills and previous jobs.

It allows them to use their own 'voice' and show their personality outside of the bullet lists on the resume. If a candidate neglects the cover letter, by forgetting to include information, or making grammar and spelling mistakes, it should send a red flag right away. Was the person in a hurry? Did they not put the effort into writing a good cover letter? Do they know *how* to write one?

Remember: No cover letter = No interview



Tips for developing emergency hiring strategy:

- Know the aspects of the job before looking for candidates
- Team with managers to examine potential new hires
- Build strategies for using current employees temporarily (cross training, job sharing, etc.)
- Consider partnering with staffing or recruitment agencies

