



# 90-Day Conversation Form

Team Member Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

Department: \_\_\_\_\_ Leader Name: \_\_\_\_\_

Conversation Date: \_\_\_\_\_ Follow-up Date: \_\_\_\_\_

Augusta Health is committed to the development and career growth of team members. The cornerstone of a successful working relationship is recurring communication and feedback. The goals of the "90-Day Conversation" are to 1) gauge how you are assimilating to the environment, 2) help identify any opportunities to improve your interpersonal and work experiences, and 3) recognize and celebrate your successes.

**Please complete Part 1, Team Member Insights, and bring to the conversation with your leader. Part 2 will be completed together during the conversation.**

## Part 1 – Successes, Opportunities, and Recognition

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<p><b>Tell me three things that have gone really well during your first 90 days.</b></p> <p>Consider what information, tools, and resources have led to your success as well as how you see your role and expectations contributing to the team and organizational outcomes and service excellence.</p>	<p><b>Describe two things for improvement.</b></p> <p>Consider what barriers in these areas have prevented success as well as any challenges or frustrations that you have experienced.</p> <p>Have you done anything about these challenges? How can I help remove barriers or provide additional support?</p>	<p><b>One colleague/teammate you would like to recognize who has been instrumental in your onboarding.</b></p> <p>Also consider how often you receive feedback from your co-workers and teammates in other departments. What areas of your performance would you like to receive more feedback?</p>

## Team Member Insights

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## Leader Insights and Support

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Part 2 – Professional and Developmental Focus [Align to Job Description and Role Activities]	
<b>Skills:</b> Task-oriented expertise exhibited when performing in the job, in the categories of Accountability (SELF), Collaboration (PEOPLE), and Continuous Improvement (BUSINESS). Think about examples in preparation for the conversation.	
Leader Examples	Team Member Examples
<b>Values:</b> Behavioral expertise exhibited when performing in the job, based on our Augusta Values of Patient & Community Centeredness, Excellence, Professionalism, and Teamwork. Think about examples in preparation for the conversation.	
Leader Examples	Team Member Examples