

**CDT CHECK IN – 4 WEEKS**

At the 4 week point in the candidates’ journey with us, we should check in with them and find out how they are and how they’re finding their experience with us. Once completed, please sign, and date this form and save it on Sirenum.

<b>Questions</b>	<b>Comments</b>
1. Touch base with the candidate and find out if they feel the info that we provided them with during the on-boarding matches the experience they have had with us so far	
2. Find out if they are working against their desired work pattern and if not why	
3. Ask the candidate if they have access to the shifts that match their requirements	
4. Ask if there is anything we could do better to enhance their experience of working with us	
5. Have you asked for referrals?	
6. Remind them about how important it is to update availability / holidays	

**Date** ----- **Sign**-----