

## Month 6: New Employee Checklist

After several months, you should now be able to act more independently. Continue to develop relationships with your teams and Bobcat peers. Also, remember to make time to assess the quality of your assignments and identify opportunities to improve and contribute to your success.

- Conduct a six-month informal performance review (also known as [mid-cycle review](#)) with supervisor or employee(s).
  - Identify what has worked well and what needs improvement regarding your performance and mutually set goals
  - Discuss your overall experience and any significant workplace concerns.
  - Create plan for professional development for the upcoming months.
  
- Acknowledge eligibility to use accumulated vacation time (if no prior state service).