

GETTING NEW HIRES TO STAY:

A Strengths-Based 90-Day Onboarding Workbook Using TriMetrix

How to Use This Workbook

This workbook is designed to help leaders and new employees connect early, build trust, and create clarity during the most important phase of employment — the first 90 days.

You will meet **three times** during the first 90 days using: - **The TriMetrix Streamlined Coaching* Report** - This workbook as your conversation guide. (*Contact your HR Team or suzie@pricelessprofessional.com to provide this report, created from their Hiring Report.)

Each meeting builds on the last: - **Session 1:** *Getting to know each other* - **Session 2:** *How we work best together* - **Session 3:** *Strengths, growth, and what success looks like*

These are **not performance reviews**. They are intentional conversations designed to increase engagement, accelerate ramp-up, and reduce early turnover.

A Message to Leaders: Why This Is Worth Your Time

Most turnover doesn't happen because someone can't do the job. It happens because expectations weren't clear, trust wasn't built, or motivation and work style were misunderstood.

This process: - Requires **three focused conversations** (about 45 minutes each) - Uses information you already have - Prevents avoidable frustration, miscommunication, and disengagement

When leaders invest intentional time early, new employees ramp up faster, feel valued, and stay longer.

Your Role as the Leader

Your role is not to explain the assessment. Your role is to: - Be curious - Listen to understand - Ask thoughtful questions - Let the employee do most of the talking

The TriMetrix report is a **conversation starter**, not a label.

Final Thoughts for Leaders

When people feel known, they stay. When expectations are clear, performance improves. When leaders listen early, problems surface sooner — and are easier to solve.

This process isn't about doing more. It's about doing **what matters most** during the moments that matter most.

SESSION 1 – Getting to Know Each Other

Schedule within the first week of hire

Purpose: Build trust, psychological safety, and open communication.

Leader Mindset: *“I’m here to understand how this person experiences work and what helps them do their best.”*

Step 1: Welcome & Check-In

Ask your new hire: *“How are things going so far? - What’s going well? - What could be going better? - How can I best support you right now?”*

Step 2: Get-to-Know-You Icebreaker (Both Share)

Icebreaker Question:

> *“Think of all the people who influenced you growing up. Who had the biggest impact on you — and why?”*

Step 3: Review the TriMetrix Streamlined Coaching Report

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Ask your new employee to **lead the discussion** in each section.

Focus Areas & Page References: - **Motivators (Interests):** Pages 3–6

(Motivators Wheel and detailed descriptions) - **Behavioral Characteristics:** Pages 18–20 -

Checklist for Communicating: Pages 22–23

Leader Prompts: - What stood out to you? - What feels most accurate? - What do you want me to know about this? - What helps you feel most understood?

Take notes. Listen to understand. Ask clarifying questions.

Wrap-Up

Each of you answer: - *What was most helpful about today’s conversation?*

Schedule Session 2.

SESSION 2 – How We Work Best Together

Schedule within three weeks of hire

Purpose: Create alignment around strengths, communication, motivation, and potential stress points.

Leader Mindset: *“Understanding this now helps prevent friction later.”*

Step 1: Check-In

Ask: *“How are things going? - What’s feeling energizing? - What feels challenging? - How can I help?”*

Step 2: Review Integrated Sections of the Report

Focus Areas & Page References: - Integrating Behaviors and Motivators: Pages 32–36

- Strengths
- Conflict
- Ideal Work Environment
- Keys to Motivating
- Keys to Managing

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Leader Prompts: -*“Which points feel most important to you?”* - *“What helps you do your best work?”* – *“What drains your energy or creates frustration?”* – *“What do you want me to be especially aware of as your leader?”*

Wrap-Up

Each share: - *What was most useful about today’s conversation?*

Schedule Session 3.

SESSION 3 – Strengths, Growth & What Success Looks Like

Schedule within five weeks of hire

Purpose: Reinforce confidence, normalize development, and align growth to the role.

Leader Mindset: *“This is about awareness and growth — not perfection.”*

Step 1: Check-In

Ask: - “What feels clearer now than it did when you started? - Where do you feel most confident? - Where would support be helpful?”

Step 2: Review Personal Skills (Competencies)

Focus Areas & Page References: - Competencies / Personal Skills: Pages 38–42

Top Strengths

- Identify the top **seven Personal Skills**
- Discuss how these strengths can be leveraged in the role

Growth Areas

- Review lower-scoring skills
- Reinforce that no one excels at all competencies
- Identify **1–2 skills** that are most critical for success in this role

Introduce and review together relevant **TriMetrix University Learning Bites** (coaching resources) www.pricelessprofessional.com/learningbites

Step 3: Looking Ahead

Discuss: - *“What success looks like in this role - How you will continue to use the assessment for coaching - What support will matter most going forward.”*

Final Wrap-Up

Each share: - *“What has been most helpful across these conversations? - What should we continue doing?”*

Agree on next steps for ongoing development and check-ins.
