30-60-90 Day Onboarding Checklist

Complete by end of 30 days

- ❑ Meet your team and other teams
- ❑ Settle into your new workspace
- ❑ Go to lunch with your manager
- ❑ Go to lunch with your department head *(if applicable)*
- ❑ Learn the company's values and history
- ❑ Review role vision
- ❑ Review role and responsibilities
- ❑ Review
- ❑ Review working style with manager
- ❑ Understand KPIs

- ❑ Set up 1-on-1s
- ❑ Attend weekly meetings
- ❑ Begin job shadowing
- ❑ Understand Milestones
- ❑ Begin a Milestone Project
- ❑ Complete a Milestone
- ❑ Complete any readings
- ❑ Learn the company's product or services
- ❑ Set up tools/software that will be used
- ❑ Learn tools/software that will be used

Complete by end of 60 days

- ❑ Continue job shadowing
- ❑ Develop strategy on how to fulfill responsibilities
- ❑ Become comfortable working with other teams/ employees
- ❑ Develop solutions or action items that will be taken based on strategy
- ❑ Become comfortable with routine and meetings
- ❑ Attend weekly meetings

- ❑ Participate in weekly meetings *(if applicable)*
- ❑ Meet with manager to identify knowledge gaps
- ❑ Continue to complete Milestones
- ❑ Collaborate with a team to complete a project
- ❑ Begin to take on some long-term responsibilities
- ❑ Implement solutions or action items
- ❑ Ask manager for feedback on completed work

Complete by end of 90 days

- ❑ Begin working independently
- ❑ Become comfortable with tools/software that is used
- ❑ Begin working towards KPIs and other goals
- ❑ Complete/execute a project/task independently
- ❑ Attend weekly meetings
- ❑ Participate in weekly meetings

- ❑ Be comfortable helping a new hire
- ❑ Establish trust with other teams/employees
- ❑ Complete 90 day review with manager
- ❑ Continue to collaborate to fill knowledge gaps
- ❑ Become comfortable with long-term and any bigger responsibilities
- ❑ Proactively offer solutions or suggestions

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