**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 (if applicable)

❑ 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