



Checklist:

Achieving Onboarding Success with a 30, 60, and 90 Day Review

Checklist for Onboarding Success



Effective onboarding and support are key to team success. Regular 30, 60, and 90-day check-ins foster open dialogue, ensuring employees feel valued and aligned. This checklist provides a structured guide for meaningful conversations, helping identify challenges, celebrate successes, and promote growth. Use it to enhance leadership and support your team's goals.

30-Day Review

JOB EXPECTATIONS

- How does the job compare to your expectations thus far?

ROADBLOCKS AND CHALLENGES

- Have there been any roadblocks or challenges with performing your duties? If yes, what?

TOOLS AND TRAINING

- Are there any specific tools or trainings that you think would help you be more successful?

GOALS FOR NEXT 30 DAYS

- Do you have any specific goals over the next 30 days that I can help you accomplish?

FEEDBACK FOR LEADERSHIP

- What can I do better as a leader? Do you have any specific feedback for me?

60-Day Review

HIGHLIGHTS OF EXPERIENCE

- What are the highlights of your experience so far?

JOB ENJOYMENT AND STRUGGLES

- What are some elements of the position you are not enjoying as much? Do you feel like you're struggling in any particular area(s)?

WORKLOAD ASSESSMENT

- How is your current workload? You'll be getting (x) more projects over the next 30 days; what do you need to be ready for that?

SUPPORT FOR SUCCESS

- What can I be doing to help you be more successful?

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90-Day Review

PACING TOWARDS GOALS

- How do you feel you are pacing towards your goals? How can I help you achieve the goals for your next 30 days?

SURPRISES IN ROLE AND COMPANY

- What has been the most surprising thing about your role? What has been the most surprising thing about the company?

LEADERSHIP FEEDBACK

- What can I be doing better as a leader? Do you have any specific feedback for me?

Additional Tips:

- Take notes during each review to track progress.
- Encourage open and honest communication.
- Schedule follow-up discussions based on feedback received.

To develop a full, cohesive onboarding strategy, read our recent [blog here](#)