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

### 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

### 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

- 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

- 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

- 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