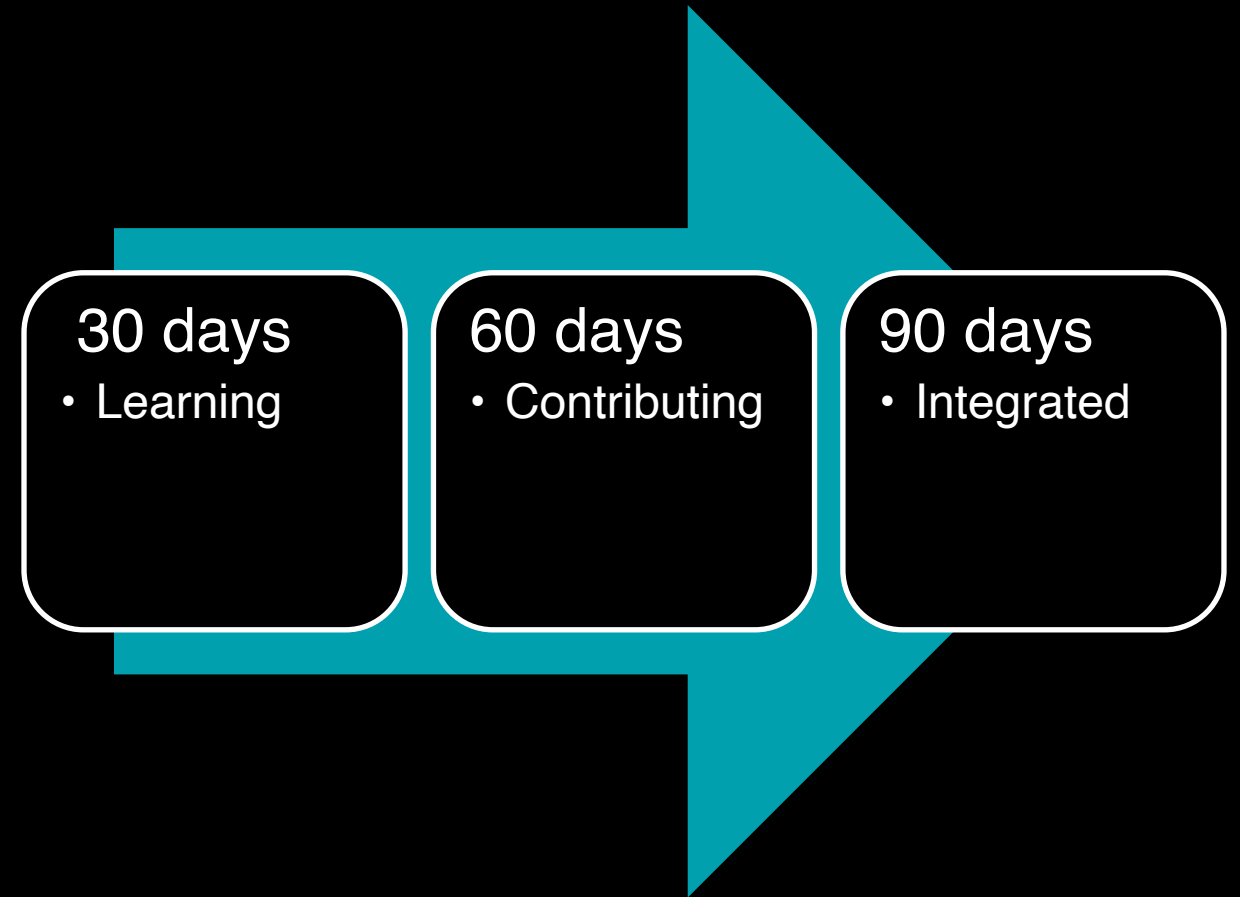


30-60-90 day check-ins are an essential part of the onboarding process, providing an opportunity for managers to support new hires, set goals, build engagement and retention.

Regular check-in helps in successful onboarding of a new hire, aligning him/her with the organization culture & vision. It helps new hires stay on track and also provides an opportunity for managers to assess the new hire's progress. It also serves to check pulse/engagement of new hires.



Helpful Questions

30-day check-in:

- ☐ How have you been adjusting to your new role and the company culture?
- ☐ Have you received adequate support and resources to help you in your role?
- ☐ Are there any areas where you feel you need additional training or support?
- ☐ Have you been able to meet with all the key stakeholders in your role?



60-day check-in:

- ☐ How have you been progressing in your role and meeting the goals and objectives?
- ☐ Have you been able to build strong relationships with your colleagues and key stakeholders?
- ☐ Are there any areas where you feel you need additional training or support?
- ☐ Are you comfortable with the company's processes and procedures?
- ☐ Have you been able to contribute to any projects or initiatives in your role?



Helpful Questions

90-day check-in:

- ☐ How have you been performing in your role overall?
- ☐ Are there any areas where you feel you could improve or focus your efforts?
- ☐ Are there any challenges or obstacles you are facing in your role that you would like to address?
- ☐ What are your goals and objectives for the next 90 days, and how can I support you in achieving them?
- ☐ What should I stop doing?
- ☐ What can I do better?

