

30-60-90 Day Check-in Template from [CS Insider](#)

Overview

The purpose of this document is to make sure that a new hire and their manager are aligned around expectations, challenges and opportunities, etc.

This template is merely a guide for a conversation with new hires, and is not intended to be a checklist. It's up to the manager's discretion to determine if it should be used, or if another way of checking in should be done with more senior/experienced employees.

30 Day

Manager Insights

1. Is the employee's current performance as expected?
2. Have they introduced themselves and moderately interacted with the team?
3. What is an example of success they have had? (share w/ employee)
4. What is something they can improve on? (share w/ employee)
5. Are they a good fit for their current role?
6. How is their communication?

Employee Insights

1. Is this job what you expected?
2. Do you have any successes you would like to share?
3. Have you had any significant problems or issues?
4. Do you feel like you've received access to the information and resources you need to complete your job?
5. Do you have any expertise or experience that you think could be better utilized?
6. Moving forward, what would you like to accomplish in the next 30 days?
7. Is there anything else you'd like for me to know?

60 Day

Manager Insights

1. Are you satisfied with the employees current performance?
2. Have they displayed the ability to adapt and learn quickly?
3. Are you confident they are able to fit the job role expectations?
4. Have they excelled at something? (share w/ employee)
5. Is there something they need to improve on? (share w/ employee)

Employee Insights

1. Do you like what you are working on and are you feeling challenged?
2. Who do you talk to when you have questions about work? Do you feel comfortable asking?
3. How do you think you are doing with the goal we set at your 30 day check in?
4. Moving forward, what would you like to accomplish in the next 30 days?
5. Is there anything else you'd like for me to know?

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90 Day

Manager Insights

1. Here are some things I think you can improve on (share w/ employee)
2. Are you satisfied with the employees current performance?
3. What are three things that they have been doing well? (share w/ employee)
4. Are they able to do a majority of their responsibilities on their own?
5. Do you see any areas where improvements need to be made or additional skills can be learned?
6. Have they adequately bonded with the team?

Employee Insights

- 1) Do you need clarity about anything related to your job, or the organization as a whole?
- 2) Do you believe your ideas and suggestions are valued? Can you give me an example of some type of change you've recommended that's been implemented?
- 3) What are 3 things that you feel you have been doing really well?
- 4) Is there anything you feel you could improve?
- 5) Is there anything else you'd like for me to know?