

7 Day Employee Check In

[Team Name] – Onboarding Check In

January 1, 2025

10:00am – 11:00am

Meeting Purpose:

A brief, informal check-in with a new hire after one week that's crucial for setting the tone.

10:00 – 10:10	General Pulse Check and high-level comments - How has your first week been? - What's the most interesting or surprising thing you learned this week?
10:10– 10:30	Onboarding logistics review - Is all of the equipment you need working as expected? - Are you blocked on anything from completing any of your tasks? - Are you in all of the team chats and channels that you need?
10:30 – 10:40	Onboarding progress - Have you been able to touch base with your onboarding mentor? - How are you finding the pace of the onboarding materials?
10:40 – 10:50	Immediate support - Is there anything I can do to streamline your onboarding process? - What's one thing you are still confused about that I could help you with right now?
10:50 – 11:00	Next Steps - What's one major goal you have for the next few weeks? - Ensure your next 1:1 is scheduled.
