

90 Day Employee Check In

[Team Name] – Onboarding Check In

January 1, 2025

10:00am – 11:00am

Meeting Purpose:

Complete a robust onboarding process with a structured check in at 90 days.

10:00 – 10:10

General check-in and thoughts

- 3 month retrospective
- What are your biggest accomplishments and best moments so far?
- How does the job compare to what you expected?

10:10 – 10:30

Performance and Role-alignment review

- An opportunity for feedback on both ends. Discuss strengths, areas for growth, and team integration.
- Are there any obstacles or blockers still getting in the way of your work?

10:30 – 10:40

Onboarding process feedback

- A opportunity to gather final, actionable feedback about the onboarding process.
- What was the most and least helpful part of the onboarding process?
- If you could give one piece of advice for someone starting out in your roll, what would it be?

10:40 – 10:55

Future goal setting and career development

- Look back at the 30 day goals and set a few goals for the upcoming quarter.
- Discuss skill development: over the course of the next year, what skills do you want to develop?

10:55 – 11:00

Wrap up

- Open period for any other questions
- Welcome (again) officially to the team!