30 Day Onboarding Check In Template

[Team Name] - Employee Name

January 1, 2025 10:00am – 11:00am

Meeting Purpose:

Review how the new hire is settling in and set some productive goals moving forward.

10:00 - 10:10	General check-in and thoughts
	- How have you been settling in?
	 What have been some highlights and challenges of your first 30
	days?
10:10– 10:20	Resources and Training Progress
	- How has the training process gone so far?
	 Do you feel you have the right tools to complete your work?
	- Are there any training resources you felt would be helpful to have?
10:20 – 10:40	Job expectations review
	- Are the job responsibilities what you expected when joining?
	 Are there aspects of your job that you haven't gotten a chance to
	practice or feel unsure about?
10:40 – 10:50	Goal setting in the next two months
	- Start by reviewing any initial onboarding goals
	 What are some of your main priorities for the next 60 days?
	- Come to an agreement about the goals' success criteria
10:50 – 11:00	Follow up and final questions
	- How can I best support you in your upcoming goals?
	 Do you have any questions about anything we've discussed today'