

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?
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