

Employee Information

Employee Name

Job Title

Department

Manager

Start Date

Check-In Date

Purpose

Use this form to create clear conversations during the first 90 days. The goal is to identify what is going well, what support is needed, and how the employee and manager can stay aligned.

30-Day Check-In

What has gone well in your first 30 days?

Do you feel clear on your role, priorities, and expectations?

What tools, training, or information would help you feel more confident?

Do you feel welcomed and connected to the team?

What questions do you still have about the company, role, or process?

What should your manager know or follow up on?

60-Day Check-In

What parts of the role are feeling easier or more familiar?

What challenges or roadblocks are you running into?

Do you have the support and resources needed to do your job well?

How is communication with your manager and team working?

What additional training or clarity would be helpful?

What goals should we focus on between now and 90 days?

90-Day Check-In

How confident do you feel in your role today?

What accomplishments or progress are you most proud of so far?

What areas would you like to continue developing?

Do expectations, priorities, and performance standards feel clear?

What feedback do you have about onboarding or the employee experience?

What goals, next steps, or support should be documented moving forward?