

30-Day Check-In

HR Guide

A 30-day check-in is a 1-on-1 with the new hire and HR team member. The focus of this discussion is to gauge the new hire's onboarding experience during their first month and identify ways you can facilitate the best support for their next 60 days.

WHY YOU'LL LOVE IT

Conducting a 30-day check in allows you to:

- Gauge how an employee is feeling in their new position
- Review an employee's own reflection on their early performance and uncover potential roadblocks
- Gather feedback about their onboarding experience for continuous program improvement
- Understand the employee's early perception about the company, team and culture fit
- Assess their readiness for their second month in their new role



NEW EMPLOYEE ONBOARDING
30-Day Check-In

| | |
|-------------|--|
| NAME | |
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| GENERAL QUESTIONS | NOTES |
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| <i>These questions help break the ice and provide a high-level overview of the employee's first month.</i> | |
| <p>How has Month 1 been for you? Keeping it relaxed and non-specific, ask the employee to summarize their first 30 days on the job.</p> <p>What specific feedback can you share with me (good or not so good) about your onboarding experience so far? Addressing any specific feedback or issues can help you identify areas of the onboarding process that can be improved.</p> | |
| QUESTIONS ABOUT THE POSITION | |
| <i>Though employees haven't spent much time on the job, you can ask preliminary questions about their experience.</i> | |
| <p>How does the job compare to your expectations thus far? This question gives you an idea of whether the onboarding process for that specific role is in line with the responsibilities outlined in the job description.</p> <p>What do you find challenging about your role? Employees that feel challenged are more likely to be driven to succeed in your organization. If they don't feel challenged, you can work with their manager on ways to increase their job satisfaction through additional responsibilities.</p> <p>What questions do you have about the position? Check to see if the employee has any initial questions that they don't feel comfortable asking their manager or team members.</p> <p>Are there any additional tools necessary to perform your job? If there are any tools that the employee feels they are lacking to be successful, you can make sure that they get those tools in order to better complete their responsibilities.</p> <p>What areas of your expertise do you think could be better utilized? This question bounces off the challenge question and can help you identify areas where the employee can help your organization outside of their current role.</p> | |

30-Day Check-In

| <p style="text-align: center;">QUESTIONS ABOUT THE TEAM</p> <p style="text-align: center;"><i>The employee's team may not be overly involved in the first month with the company, but it's important to ask questions to make sure they are feeling socially integrated and that you facilitate their needs.</i></p> | <p style="text-align: center;">NOTES</p> |
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| <p>Tell me how you're integrating into your team. If the employee isn't feeling welcomed by the team, you can work directly with the manager to ensure that the team goes above and beyond to help the new hire acclimate.</p> <p>How has your manager supported you with your onboarding? This piece of feedback helps you identify areas where the hiring manager is excelling, and where they may need additional support to help create a successful onboarding experience.</p> | |
| <p style="text-align: center;">QUESTIONS ABOUT THE COMPANY</p> <p style="text-align: center;"><i>Though employees haven't spent much time on the job, you can ask preliminary questions about their experience.</i></p> | |
| <p>Has the company met your expectations? This question provides insight into the accuracy of your company's description within the job description and recruiting process.</p> <p>What do you think about the company culture? If the employee has problems with the company culture, asking them to speak up in the 30-day review can make them feel valued.</p> <p>Do you feel you have a good work-life balance? Making sure that the employee doesn't feel overworked can help improve their chances of remaining with the company.</p> | |
| <p style="text-align: center;">QUESTIONS ABOUT GOALS</p> <p style="text-align: center;"><i>Planting the idea of goal setting early on makes sure that employees set short-term goals to make it through onboarding and start thinking about their longer-term goals.</i></p> | |
| <p>How would reflect on your 4-week goal you crafted? This question assesses the employee's initiative. Ideally, they should come into the meeting with goals they have written and be able to report on their progress.</p> <p>What challenges have you met in any of your goals so far? Identifying challenges can help you tailor the onboarding process for employee success, and can also address poor habits or lack of knowledge or skills that are leading employees to struggle with their goals.</p> <p>What are your 60- and 90-day goals? Make sure the employee is thinking ahead: prepare them for 60- and 90-day reviews.</p> | |

30-Day Check-In

Use this space to look back at your 30-Day Check-In discussion notes and provide *your* assessment of how you think they new hire has met their Day 1-30 objectives.

| DAY 1 - 30 OBJECTIVES | NOTES |
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| <p>I can confidently articulate what I am here to do (3-5 problems I will help solve), how I will do it (my responsibilities), and why it matters.</p> <p>HR Assessment</p> <p><input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/></p> | |
| <p>I'm confident navigating the tools, information, and connections needed for me to truly acclimate.</p> <p>HR Assessment</p> <p><input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/></p> | |
| <p>I have clarity and context for the company's culture (what behaviors are celebrated and those that get a big thumbs down).</p> <p>HR Assessment</p> <p><input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/></p> | |
| <p>I feel confident about my decision to join the company.</p> <p>HR Assessment</p> <p><input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/></p> | |