

30-60-90 DAY TRACKER

EMPLOYEE 30-60-90 DAY TRACKER				
EMPLOYEE NAME		HIRE DATE		
JOB TITLE		DEPARTMENT		
	INDICATORS	STATUS	DATE COMPLETED	COMMENTS
30 Day	Onboarding and Training Attend the 90-minute onboarding session and training programs as determined by the company HR, IT, Legal, HR, Finance, Sales, Office and Position. Completed by the team Participate in the team onboarding and the department's onboarding policy, procedures, administrative and organizational files only. Key Performance Indicators Attends and takes their role understanding and gain insights in the specific job responsibilities, tasks, deliverables and objects. Team or the Systems and Technologies Learn existing and integration with the software systems, tools and technologies currently used in the job. Self Rating Participate and actively listening with the manager to set specific and measurable goals by 30th day of the job. Align these goals with the team and company objectives to ensure successful results and success.	Completed	11/01/2024	
		In Progress		
		In Progress		
60 Day	Project Engagement Actively engage and participate in ongoing projects and initiatives. Contribute the skills, knowledge, and experiences to the team and the organization. Skills and capabilities Enhancement Identify and set goals to learn for improvement in the role and define a learning plan. Collaboration and Communication Establish and maintain a strong relationship with the team and stakeholders. Relationship Building Develop relationships with your colleagues, internal and external stakeholders and build a strong team. Proactive engage in collaboration and initiatives Self-Knowledge Evaluation Conduct a performance self-assessment against the manager to check the status of the job, project, team feedback, and share any learning, insights to the goals. Working Independently Proactively demonstrate the skills and ability to work independently. Set a goal and track the progress and reports with formal supervisor from manager while maintaining high quality standards.	Not Started		
		In Progress		
		Not Started		



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