

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-day structured onboarding process and training programs as determined by the HR/Operations, Finance, Legal, Safety, Quality, and Customer Development teams.	Completed	11/15/2024	
	Introduction to the team Attend team meeting and team members introduce and key stakeholders is assigned during introduction, introduction, and orientation to the role.	Completed	11/15/2024	
	Role Familiarization Review and take time into understanding and gain insight to the specific job responsibilities, tasks, deliverables and objects.	Completed	11/15/2024	
	Learn the Systems and Technologies Learn training and orientation with the software systems tools and technology currently used in the role.	Completed	11/15/2024	
	Set Goals Conduct a goal setting meeting with the manager to set specific and measurable goals for the 30-60-90 days.	In Progress		
	Align these goals with the team and company objectives to ensure successful results and success.	In Progress		
60 Day	Project Engagement Actively engage and participate in ongoing projects and initiatives. Contribute the project progress, risks, and dependencies, and status, and other relevant status, risks, and capabilities.	Not Started		
	Identify and set goals to assess the implementation of the role and define a learning needs document, including a 30-60-90 day onboarding, social and professional growth.	In Progress		
	Relationship Building Develop relationships and your colleagues, internal and external stakeholders and cross-functional teams.	Not Started		
	Proactively engage in education and development	Not Started		
	Self-Reflection Evaluation Conduct a performance assessment meeting with the manager to discuss role status, status of progress, learning feedback, and share any learning, adjustments to the goals.	Not Started		
	Working Independently Proactively demonstrate the skills and ability to work independently.	Not Started		
	Set a goal and track role and projects with ongoing support from manager while maintaining high quality standards.	Not Started		



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SJ Ball



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