

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 the meeting with team members, colleagues and key stakeholders to establish working relationships, understand roles and responsibilities in the role.	Completed	11/15/2024	
	Role Familiarization Review and take notes on the understanding and gain insights in the specific job responsibilities, tasks, deliverables and projects.	Completed	11/15/2024	
	Learn the Systems and Technologies Learn existing and upcoming with the software systems tools and technologies 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 90-day onboarding goals, objectives, and deliverables to the team, manager, stakeholders, and customers.	Not Started		
	Skills and capabilities Enhancement Identify any skill gaps or areas for improvement in the role and define a learning needs assessment plan to address skill and knowledge gaps and professional development.	In Progress		
	Relationship Building Develop relationships with your colleagues, internal and external stakeholders and customers/vendors.	Not Started		
	Proactively engage in collaboration and assistance	Not Started		
	Self-Reflection Evaluation Conduct a performance assessment meeting with the manager to discuss role status, progress, learning feedback, and define any necessary 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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