

First 90 Days Checklist

What a new hire's first three months should actually include.

Days 1–30: Foundation

- ☐ Role purpose and expectations clearly understood
- ☐ Core tools and systems working independently
- ☐ Shadowed or paired on real work
- ☐ First informal check-in completed
- ☐ Early questions and confusion points documented

Days 31–60: Building Competency

- ☐ Working independently on core responsibilities, with review
- ☐ Formal 30-day check-in completed
- ☐ Any training gaps identified and addressed
- ☐ Feedback given in both directions

Days 61–90: Full Ownership

- ☐ Handling full scope of the role with minimal oversight
- ☐ 90-day formal review completed
- ☐ Clear picture of strengths and growth areas
- ☐ Next 90-day goals set together