



Meeting Topics for the 90-Day Meeting

The 90-Day Check-in

The focus moves to execution in the 60 to 90-day period. Your new hire should be using their knowledge and experience to effectively perform their role. You should see them working more independently, taking ownership of their position, and starting to achieve their goals

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| <input type="checkbox"/> | Check in on progress on goals |
| <input type="checkbox"/> | Discuss challenges they have faced and if they need help in resolving them |
| <input type="checkbox"/> | What are they enjoying most in their new position? |
| <input type="checkbox"/> | How do they feel their onboarding went? Is there anything we should change to better prepare new hires in the future? |
| <input type="checkbox"/> | Point them to any additional training opportunities they should consider based upon your discussion |
| <input type="checkbox"/> | Review priorities moving forward |
| <input type="checkbox"/> | Set next meeting date and time |