



Supervisor Onboarding – 30-Day Meeting Topics

Check-in Meeting at 30 Days	
<p>Your new hire’s focus during the first month has been on intensive learning for the job role, gaining an understanding of the YC culture and policies, completing required training and familiarizing themselves with the team structure and tools they will be using. The 30-day check-in is a good time to review any challenges and discuss your expectations for them over the next 30 days.</p>	
<input type="checkbox"/>	Check in on progress on tasks and goals for the first 30 days
<input type="checkbox"/>	<p>Confirm the required training has been completed (due at 30 days).</p> <p>If it is not complete, what are the barriers? Agree to them prioritizing completion by an agreed upon date.</p>
<input type="checkbox"/>	<p>Discuss annual goals for entry into My Perform. Confirm if they have completed training on the My Perform performance management tool (How to enter goals, journal entries, etc.). Assist them in understanding what a SMART goal is and give examples for their role. Advise that they should be ready to discuss their goals at the 60-day meeting so they can be finalized and entered.</p>
<input type="checkbox"/>	Resource overview: show the employee any additional resources they identify they need help with or will need in the future
<input type="checkbox"/>	If you haven’t already, review the YC Mission, Vision and Values and participatory governance information
<input type="checkbox"/>	Ask them if they have questions about their position, responsibilities, and your expectations
<input type="checkbox"/>	Ask them if they have been surprised by anything since joining YC – anything that they were not expecting
<input type="checkbox"/>	Discuss what challenges they have encountered and ask how you can help them be successful
<input type="checkbox"/>	Confirm the date and time for the 60-day check-in meeting