The First 30 Days

A manager checklist for giving a new hire a clear, supported start

A strong first month is not just paperwork. It helps the employee understand the job, the team, the standards, and where to go for help.

How to use: Fill in the details below, then check off each item as it is done. Use the conversation notes at the end for the Day 30 check-in. This checklist pairs with *New Hire Ready*, which covers paperwork and HR readiness.

Employee _____ **Role** _____

Manager _____ **Start date** _____

1 Before Day 1

- ☐ Confirm start date, arrival time, location, schedule, and manager contact.
- ☐ Prepare workspace, equipment, system access, email, and required credentials.
- ☐ Identify required forms, policies, acknowledgments, and role-specific training.
- ☐ Create a simple first-week schedule.
- ☐ Tell the team who is joining and clarify who will help with questions.

2 Day 1

- ☐ Welcome the employee and explain the day's plan.
- ☐ Review the role, key responsibilities, work schedule, and immediate priorities.
- ☐ Complete required onboarding documents and policy acknowledgments.
- ☐ Review workplace expectations, safety/security procedures, and key contacts.
- ☐ Tour the work area or virtual tools and introduce the team.
- ☐ Confirm the employee can access the systems and tools needed to begin.

3 Week 1

- [ ] Provide job training in manageable steps and identify who owns each training item.
- [ ] Explain how work is assigned, reviewed, and escalated.
- [ ] Review attendance, communication, timekeeping, and call-off procedures.
- [ ] Set 2–3 clear first-month goals.
- [ ] Schedule a brief end-of-week check-in.
- [ ] Ask: *What is clear? What is still confusing? What do you need from me?*

4 Weeks 2–3

- [ ] Check progress against training and first-month goals.
- [ ] Give specific feedback on what is going well and what needs adjustment.
- [ ] Address missing access, unclear procedures, or training gaps promptly.
- [ ] Continue introductions to people or departments the employee will work with.
- [ ] Confirm the employee understands how success in the role is measured.

5 Day 30 Check-In

- [ ] Review the employee's progress and accomplishments.
- [ ] Discuss questions, obstacles, workload, and additional training needs.
- [ ] Revisit role expectations and priorities for the next 30–60 days.
- [ ] Document agreed follow-up items and who owns them.
- [ ] Schedule the next check-in rather than waiting for a problem.

30-Day Conversation Notes

What is going well?

What needs more training, clarity, or support?

Next priorities / follow-up date

Need help building an onboarding plan?

ThriveWell HR Consulting, LLC helps small businesses create onboarding schedules, manager check-in tools, and new-hire documentation.

Have a question? Visit **Ask ThriveWell** at thrivewellhrconsultingllc.com

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