

Onboarding Milestone: 90 days

Although your new employee may feel “new” for some time, they should be growing more comfortable, confident and productive.

During the first few months, have one-on-one check-ins at least weekly to clarify questions, address concerns and monitor progress. Your feedback can have a considerable impact on your new employee’s self-perception and sense of achievement. The one-on-ones should be a two-way conversation. Listen to the feedback your employee is providing.

- Have one-on-one check-ins at least weekly
- At the end of the employee’s 90-day orientation period, complete the End of Orientation Performance Appraisal form

If the form is not completed within five working days (excluding Saturdays, Sundays, and holidays) of the employee’s end of orientation, it will be deemed the employee has successfully completed the new employee orientation period.

This performance appraisal is provided to evaluate the employee’s work performance and to serve as a basis in determining whether employment should be continued.