



## Question of the Week

May 14, 2025

### Question

What is a 30-60-90 day review?

### ANSWER

The 30-60-90 day review is a structured check-in process designed to support new employees during their first 90 days. Led by the employee's manager, this review sets clear performance expectations, monitors progress, and addresses any issues at the outset. For employees, it helps ensure a smooth transition. For managers, it provides a clear structure for setting their employees up for success.

The review typically has three stages, which may look something like this:

- **Days 1–30:** The manager begins onboarding the employee by introducing them to their job responsibilities and starting essential training. At the 30-day mark, the manager evaluates whether the employee can complete basic tasks on their own, providing guidance and feedback as needed.
- **Days 31–60:** The employee begins handling more responsibilities and develops greater confidence and autonomy in their role. At the 60-day mark, the manager assesses whether the employee is able to perform most of their tasks with minimal guidance, working with the employee to formulate and execute a plan if that isn't happening.
- **Days 61–90:** The employee works toward becoming a full contributor to the team. At the end of this period, the manager reviews whether the employee is working independently and has a clear understanding of their role. If the employee is not meeting

expectations, the manager may consider implementing a performance improvement plan.

*This Q&A does not constitute legal advice and does not address state or local law.*