30-DAY ENGAGEMENT CHECKLIST

THE FIRST 30 DAYS CAN MAKE OR BREAK RETENTION

BEFORE DAY 1



SET THE TONE EARLY

Confirm details, send pre-start message, prepare workstation, assign buddy.

DAY 1



MAKE IT COUNT

Warm welcome, outline expectations, introduce buddy, safety training, end-of-day check-in.

DAY 2-3



EARLY ENGAGEMENT CHECK

Follow-up with employee, address concerns, connect with supervisor and buddy.

WEEK 1



BUILD CONFIDENCE & CLARITY

Share resources, reinforce expectations, gather initial feedback.

WEEK 2



GATHER FEEDBACK EARLY

Send check-in survey, cross-check with buddy and supervisor.

WEEK 3



STRENGTHEN CONNECTION

Personal check-in, recognize progress, ask for referral.

DAY 30



EVALUATE & ADJUST

Send final survey, conduct check-in conversation, gather formal feedback.

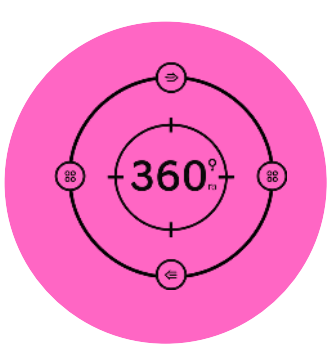
BEYOND 30 DAYS



STAY CONNECTED

Day 45 and 60+ touchpoints to maintain engagement.

360°



360° APPROACH

When employees feel supported from day one, performance—and retention—follow.

THE ADVANCE GROUP