

30-Day Onboarding Success Roadmap

A Guide for Small to Mid-Sized Businesses

WEEK 1:
Welcome & Orientation

Objective: Help the new hire feel comfortable, connected, and clear on the basics.

Tasks:

Day 1	Day 2	Day 3	Day 4	Day 5
Send welcome email (pre-day 1)	Provide company overview + values	Assign onboarding buddy	Set up email, tools, and logins	Review key policies (in digestible formats) + assign a quick win task

End-of-week check-in:



“How are you settling in? Any roadblocks?”
(Buddy and manager both check in)

WEEK 2:
Getting into the Flow

Objective: Deepen understanding of role, responsibilities, and expectations.

Tasks:

Day 1	Day 2	Day 3	Day 4	Day 5
Review the job description and expectations	Walk through key projects or systems	Shadow a team member	Introduce communication norms (Slack, email, etc.)	Attend team meeting(s)



End-of-week check-in:

“What’s making sense so far — and what’s still fuzzy?”

WEEK 3:
Autonomy + Belonging

Objective: Begin meaningful work and strengthen team connection.

Tasks:

Day 1	Day 2	Day 3	Day 4	Day 5
Assign first major task or client work	Share SOPs or internal resources	Continue buddy check-ins	Invite to a team social activity	Collect early feedback on onboarding

End-of-week check-in:

“Do you feel like you know who to go to for help?”



WEEK 4:
Feedback & Forward Motion

Objective: Reflect on progress and plan next steps.

Tasks:

Day 1	Day 2	Day 3	Day 4	Day 5
Review 30-day performance highlights	Ask for feedback on onboarding	Outline 60-90 day roadmap	Confirm growth or training goals	Celebrate the 1-month milestone



End-of-week check-in (manager):

“How can I support you better moving forward?”

Set the Tone for Success

Onboarding is not just a checklist, it’s the foundation for employee engagement, retention, and performance.

The first 30 days are your chance to:

Build trust

Clarify expectations

Spark early wins

Show your team members they belong

Need help with onboarding?

You can book a free 20-minute call with us to build a system that actually works.

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