



New Hire: 30-60-90 Day Expectations

This sample worksheet outlines key milestones and performance expectations for a new hire in a Data Entry Clerk role. It's designed to provide structure, clarity, and accountability throughout the first 90 days of onboarding. Use this worksheet as a framework to develop customized expectations for your own new hires.

First 30 Days – Orientation & Accuracy	
Focus Area	Expectation
Time & Attendance	Arrive to work on time for every regularly scheduled shift
Onboarding & Training	Complete all required HR and compliance training.
Systems Familiarity	Learn and navigate all data entry systems....
Documentation	Understand standard operating procedures and data formatting guidelines.
Support	Ask questions regularly to clarify tasks and avoid errors.
Shadowing	Observe experienced team members to understand workflow and best practices.
Communication	Begin regular check-ins with supervisor for progress feedback.

Next 60 Days (Day 31–60) – Speed & Independence	
Focus Area	Expectation
Productivity	Meet daily input targets (e.g., 600–800 entries per day depending on task).
Task Management	Begin managing simple projects or recurring data sets independently.
Accuracy	Maintain 98%+ accuracy rate with moderate-volume data sets.
Initiative	Identify opportunities for improvement or flag recurring data issues.
System Use	Begin using advanced features or shortcuts in core platforms.
Collaboration	Communicate effectively with peers and respond to team messages promptly.
Feedback	Incorporate manager feedback into work processes.



Final 90 Days (Day 61–90) – Ownership & Contribution	
Focus Area	Expectation
Performance	Consistently meet or exceed daily/weekly input benchmarks.
Quality	Demonstrate minimal to zero errors on routine work.
Process Improvement	Suggest at least one improvement to streamline tasks or catch errors early.
Reporting	Generate or update simple data reports with minimal supervision.
Dependability	Work independently and proactively manage assigned workloads.
Professionalism	Exhibit strong organizational and time management skills.
Review Preparation	Prepare for and participate in a 90-day review conversation with manager.

To ensure clarity and mutual understanding, it’s recommended that both you and the employee formally acknowledge the outlined expectations. This helps prevent future misunderstandings or the common excuse, “I wasn’t told that.” Be sure to retain a copy for your records and provide one to the employee. As a best practice, schedule regular check-ins to monitor progress, address any challenges, and offer support or additional resources as needed.

Employee Signature

Date

Manager/Supervisor Signature

Date