

# 60 and 90 Days Checklist

## Consolidate strong onboarding through the second and third months

Confident, capable, poised to reach their full potential – your volunteer will know to take responsibility for their work and development, but here’s where you’re still needed to help reach their full potential.

### Reflect on where you’ve come from and where you’re going



#### Catch up regularly

with formal or casual meetings, to check how your volunteer is getting on and what support you can offer to help, explain or problem solve.



#### Re-prioritize your volunteer’s tasks as appropriate

Let stakeholders and key colleagues know you’re changing focus and gather resources your volunteer will need.



#### Acknowledge new skills and know-how

Carve out time for [self-reflection](#), as most volunteers are too busy working to realize the acquired skills and growth.

### Drive continuous development



#### Enable your volunteer’s participation at work, as only you can.

Set meaningful, challenging, yet doable, assignments that utilize their strengths and skills.



#### Motivate your volunteer to hone the skills

in their personal development plan through [experience](#), [exposure](#), and [education](#).



#### Refer your volunteer to networking groups

or introduce them to your contacts, to help build relationships for information, leads, and learning opportunities.



#### Recommend activities in the local community

that the volunteer could get involved in.



#### Recommend a project, committee

or cross-functional team for your volunteer to join.



#### Encourage your volunteer to participate in team activities

and tasks you know will broaden their experience and push them to overcome new challenges.

## Review the period before



### Have a mid-term performance appraisal

to review expectations, experience, and goals thus far. Be detail oriented, covering strengths, weaknesses and achievements in detail and provide real examples based on their work performance. Ask your colleagues and those who have worked with your volunteer, for their insights and feedback as well.



### Invite the coaching buddy to an after action review with your volunteer

at the end of their official partnership. Gather ideas for what's next and how to improve.