

Employer Toolkit



GEN Z ONBOARDING CHECKLIST

30/60/90-Day Roadmap to Engage and Retain Emerging Talent

Overview

Gen Z employees (born roughly between 1997–2012) bring creativity, tech fluency, and purpose-driven values to the workplace. The key to retaining them? Connection, coaching, and celebration—especially in the first 90 days.

This checklist offers a clear roadmap to help employers build belonging, clarity, and growth for new hires from day one.

First 30 Days – Connect

Focus on relationships and orientation. Build trust early.

- Host a “Day 1 Welcome Walk” – tour, lunch, and introductions with team members.
- Assign a peer mentor (ideally someone within five years of experience).
- Explain how their role supports the company’s mission and community impact.
- Review communication norms – how, when, and where to ask for help.
- Schedule a quick check-in at the end of week 2: “What’s one thing confusing so far?”

Days 31–60 – Coach

Emphasize feedback, learning, and two-way communication.

- Set one clear, achievable 30-day goal and review progress together.
- Offer micro-training or a job-shadow opportunity.
- Encourage sharing one improvement idea – and act on it when possible.
- Provide a career-path visual or outline of advancement opportunities.
- Highlight another young employee’s success story to show what’s possible.

Days 61–90 – Celebrate

Reinforce belonging and future growth.

- Recognize accomplishments at a staff meeting or in an internal post.
- Invite them to join a community event or cross-department project.
- Conduct a brief “stay interview” – “What’s making you want to stay?”
- Co-create a professional development plan for the next six months.
- Encourage them to share a reflection or testimonial for your company’s social channels (or Careers on the Coast).

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Implementation Tip

Keep a copy of this checklist in your onboarding packet or attach it to your HR software workflow. Checking in at each 30-day milestone builds engagement, accountability, and retention—especially for early-career professionals.

Disclaimer

This resource is provided for general informational purposes only and does not constitute legal, human resources, or compliance advice. Employers should adapt materials to their specific workplace policies and consult appropriate professionals as needed.

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