



MANAGER'S GUIDE



Focus. Goals.
Wins.

**Now that you
have the
talent.**

This is how you keep
them.



A plan to give the new hire a roadmap to autonomy with templates and specific scripts to detect flight risks early.

Introduction

You spend weeks, sometimes months, finding the perfect candidate, but the moment they walk through the door, the baton passes to the Manager. Too often, that is where the wheels fall off.

The stakes are high: [Research by the Brandon Hall Group](#) shows that organizations with a strong onboarding process improve new hire retention by 82% and productivity by over 70%. When thousands are spent to hire one new employee, this number matters.



Why This Toolkit

We built this toolkit to bridge that gap.

This is not HR's homework - it is designed for the busy manager who needs high performance but lacks time.

- [30-60-90 Day Template](#) gives the new hire a roadmap to autonomy.
- [Manager's Guide](#) gives the manager the specific scripts to detect flight risks early.

[Download
30-60-90 Day Template](#)



How to Use It

Don't just email this. Hand it to your managers and say: "I found you the talent. This tool is how you keep them."

And when you aren't tight on time, [check out tips on how to tweak your onboarding](#) to be a more seamless and personalized experience for all.

Manager's Guide: Retention & Success



Keep this sheet for
your 1:1s. This for
your eyes only.

Quadrant 1: Watch for "The Silent Struggle" (Days 1–45)

If you see these behaviors, intervene immediately.

1. **The Sudden Silence:** They asked 10 questions/day in Week 1. Now they ask zero. *(Possible sign of overwhelming confusion)*
2. **The "Yes" Machine:** They agree to every deadline and task without asking clarifying questions. *(Sign of fear/people-pleasing)*
3. **"Ghost" Mode:** Cameras off, slow Slack replies, skipping social intros. *(Sign of isolation)*



The Fix: "I've noticed you stopped asking questions. I'd rather you ask me 10 times than struggle in silence for 10 hours. What's one thing that is confusing you right now?"

Quadrant 2: The 30-Day Pulse Check (Script)



Ask these 3 questions in your Day 30 1:1. Do not skip.

1. **Reality Check:** "Is the job what you expected it to be based on the interview? Is anything different?" *(Fix gaps immediately)*
2. **Blocker Check:** "What is the one tool, permission, or meeting that is slowing you down the most?" *(Fix this to earn trust)*
3. **Comfort Check:** "Do you have a 'buddy' yet? Someone besides me you can ask dumb questions to?" *(If no one, assign one)*

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Quadrant 3: The 90-Day Hand-Off (Script)

Signal the end of onboarding. Shift responsibility.



Say this:

"Congratulations on hitting Day 90. You've passed the 'learning' phase. Here is the shift: Up until now, my job was to teach you. Starting tomorrow, my job is to unblock you. I trust your judgment on [Goal from 30/60/90 day plan]. You don't need to ask for permission anymore—I want you to drive."

Quadrant 4: The Stay Interview (Month 6)



Prevent burnout before it happens. Ask high-performers only.

1. **The "Snooze" Button:** "When you wake up, what is the one part of the job you dread? And what part do you look forward to?"
2. **The Recruiter Test:** "If a recruiter called you tomorrow, what is the one thing they could offer (Money? Flexibility? Growth?) that would make you take the call?"
3. **The Ceiling:** "Do you feel like you are still learning here, or have you plateaued?"