30-60-90 day goals for new employees
There should be an encouraging meeting after the employees' first 30 and 60 days, followed by the employees' 90-day review.

30-day goals - Learning
- Learn Eagle Software (IMU and POS)
- Learn Eagle account number for Employee discount
- Learn the basic layout of the store
- Understands Location System
- Learn functions of the RF Gun
- Learns the Mission and Vision of the company and how that is acted out
- Complete LMS training videos
- Know how to engage with customers properly
- Learns how to gain product knowledge on their own
- Understands how to check-out customers
- How to ask for time off
- How to view their schedule on shiftplanning
- Intentional: Is committed to learning new skills. Faithful in trying their best every day.
- Respectful: Is humble to learn from Supervisors and Mentors. Is fair and honest to customers.

60-day goals- Contributing
- Understands phone etiquette
- Knows how to stock items correctly
- Knows how to use IMU to locate and gain information on items
- Knows locations of items in the department
- Knows how to fill out Merchandise Voucher
- Knows how to fill out Yellow card
- How to submit an ICR
- Versatile: is constantly adapting to new situations and roles daily
- Competent: is prepared for their job. Always learning and adding to their knowledge base.

90-day goals- Execution
- Can work in the department by themselves
- Knows all the functions of their phone
- Understands the standard of service
- Has general knowledge of products in the department
- Knows evacuation and Code Adam procedures
- Forklift/Picker Training
- Smile: Gracious to customers, co-workers, supervisors, and managers
- Efficient: Completes tasks in a timely manner.
- Excellent: Supervisor/Mentor sees continuous improvement.

Ag & Industrial Department
30-day goals
- How to correctly complete the tool repair check-in process

- How to complete an Order
- How to cut hose
- How to process a return
- How to process a Tax form
- How to find and bill out an order
- How to use a micrometer
- Memorize the phonetic alphabet
- Learn the difference between A & B belts and how to size a belt (inside vs. outside measurement)
- Identify the 3 main thread types(NPT, ORB, JIC)
- How to make a HYD hose
- Can determine if a pull/transfer or BG request is needed

60-day goals
- Manage email effectively
- How to process a transfer
- How to determine Warranty with Department vendors
- How to start and cancel AirGas lease
- Learn the benefits of kevlar, wrapped, cogged, and raw edge belts

90-day goals
- How to place a special order
- How to size a sprayer tip
- How to size a nitrogen orifice
- How to identify a PTO
- Be able to direct customers to the correct aisle/department for any item
- How to check the Ag Voicemail

Product Knowledge

AG Team											
		24	48	72	96	120	144	168	192	216	240