

Monday Morning Action List

Hiring and Onboarding

DYCD COMPASS Foundations Training

How to use this tool

This list translates your self-assessment priorities into concrete actions organized by when they happen. The first two sections are pre-populated with suggested actions drawn directly from today's training — check the ones that apply to your program and add your own. The third section is blank because your 90-day systemic actions should come directly from the priorities you identified in your self-assessment.

Hiring

Onboarding

Legal / Compliance

THIS WEEK · Immediate, low-lift actions

Days 1 to 7 · Actions you can take right now without scheduling, budget, or approval

Hiring

- ☐ Pull your current job description for any open or upcoming position. Flag any qualification requirements that exceed what the role actually needs — education levels, years of experience, certifications.

Hiring

- ☐ Write 2 to 3 scenario-based interview questions using the formats introduced in today's training. Try at least one values question and one problem-solving question.

Hiring

- ☐ Identify one frontline staff member who could participate in your next interview panel. Have a brief conversation to gauge their interest.

Hiring

☐ Add your own action: _____

Onboarding

- ☐ Send a pre-boarding welcome message to any new hire currently between offer and start date. If no one is pending, draft a template you can use next time.

Onboarding

- ☐ Review your current first-day process. Identify one thing that would help a new hire feel more expected and prepared when they walk through the door.

Onboarding

☐ Add your own action: _____

Legal / Compliance

☐	Check the start dates of any current staff hired in the last 90 days. Confirm that Day 75 benefits enrollment reminders are in place for anyone approaching that deadline.	Legal
☐	Confirm that your most recent hire received their benefits enrollment paperwork and understands when their benefits activate.	Legal
☐	Add your own action: _____	

THIS MONTH · Short-term actions that require some planning

Days 8 to 30 · Actions that need a meeting, a draft, or a conversation to get started

Hiring

☐	Revise your standard job description template to use competency-based language. Remove or adjust any requirements that go beyond what the role genuinely needs.	Hiring
☐	Build a structured interview guide for your most commonly filled position. Include at least one scenario question, one values question, one problem-solving question, and space for candidate questions.	Hiring
☐	Schedule a 30-minute conversation with your site coordinator or supervisor to share your top priority from today's self-assessment and discuss what support you need.	Hiring
☐	Introduce the interviewer scoring rubric to your team. Walk through the five categories and practice scoring a sample candidate response together.	Hiring
☐	Add your own action: _____	

Onboarding

☐	Create or update a pre-boarding checklist for your program using today's template. Include communication, IT and systems access, workspace preparation, and supervisor preparation.	Onboarding
☐	Create or update a first-day checklist. Make sure it covers arrival, workspace readiness, team introduction, policy walk-through as a conversation, first week schedule, and a supervisor check-in.	Onboarding
☐	Draft a 30-60-90 day plan template for your most commonly hired role. Map one goal, one check-in moment, and one support action per phase. Include the Day 75 benefits deadline in the 60 to 90 day column.	Onboarding

- ☐ Identify a buddy or peer mentor for your next new hire. Brief them on what the role involves and what the new hire will need most in the first two weeks.

Onboarding

☐ Add your own action: _____

Legal / Compliance

- ☐ Add a Day 75 benefits enrollment reminder to your onboarding calendar as a standing, recurring touchpoint for every new hire going forward.

Legal

- ☐ Review your current documentation practice for performance concerns in the first 90 days.
- ☐ If concerns are not being captured in writing before Day 90, establish a simple process for doing so.

Legal

☐ Add your own action: _____

NEXT 90 DAYS · Systemic changes that require coordination

Days 31 to 90 · Bigger shifts tied directly to your top priorities from the self-assessment

How to complete this section

These three actions should come directly from Priority #1, #2, and #3 in your self-assessment. Systemic actions are the ones that require broader buy-in, organizational change, or coordination across roles. Name the action, who owns it, and when you will complete it.

#1

Tied to Priority #1 from your self-assessment:

My systemic action:

Owner: _____

Complete by: _____

#2

Tied to Priority #2 from your self-assessment:

My systemic action:

Owner: _____

Complete by: _____

#3

Tied to Priority #3 from your self-assessment:

My systemic action:

Owner: _____

Complete by: _____

Accountability check

Who will you share this action list with? Naming an accountability partner significantly increases follow-through.

My accountability partner:

We will check in on:

My one commitment from today

The single most important thing I will do differently before the next person I hire or onboard:

I will share this commitment with:

- ☐ A colleague at today's training ☐ My supervisor ☐ My team

The invitation begins with the job description.

The welcome begins before day one.

The commitment continues through year one and beyond.

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