Housing Specialist First 30 Days: Onboarding & Progress Tracker

The Housing Specialist™ — Housing Made Possible

Accompanies Pack 5B. Print or complete electronically. Do not enter confidential client information.

1. First-Month Priorities

Learning Goals for My First 30 Days

1. _____
2. _____
3. _____

Starting Confidence Level (1–5): _____ Target by Day 30: _____

2. Days 1–10: Understand Responsibilities & Procedures

Activity	Completed (Y/N)	Notes
Review role and responsibilities		
Understand privacy and confidentiality rules		
Learn internal procedures and systems		
Meet with supervisor and clarify expectations		
Shadow experienced colleagues		

3. Days 11–20: Practice Core Skills

Activity	Completed (Y/N)	Notes
Practice a client housing assessment		
Assist with a housing search		
Observe or practice landlord outreach		
Write a sample case note		
Review a housing package		

4. Days 21–30: Build Confidence & Organize Work

Activity	Completed (Y/N)	Notes
Manage assigned cases with support		
Organize personal tracking system		
Follow up on outstanding items		
Identify areas needing more practice		
Prepare for 30-day review		

5. Skills Assessment (Rate 1–5)

Competency	Day 1 Rating	Day 30 Rating	Notes
Client communication			
Documentation			

Housing search support			
Landlord communication			
Program knowledge			
Time management			
Professional boundaries			
Follow-up and tracking			
Team collaboration			
Problem solving			

6. 30-Day Review

Key Achievements

1. _____
2. _____

Areas Still Needing Support

_____

Goals for the Next 60 Days

1. _____
2. _____

Supervisor Review Date: _____