

30 – 60 – 90 Day Onboarding Plan



Timing

Ideas of Activities

Your ideas for Activities/Plans

Frist Day/Week

- Special Welcome on First Day and Take them out to lunch
- Workspace all ready to go
- Complete all employee forms
- Assign a Buddy they can go to for questions
- Introduce to the team

Within 30 Days

- Review specific business goals and purpose of the business
- Clarify specific goals of this position 30/60/90 days out
- Set up weekly meetings with Manager and use 1-1 Tool
- Ensure technical training on the job

Within 60 Days

- Share feedback on how they are doing
- Review goals and specific job processes to make sure they are confident and developing mastery
- Define a learning or development goal for their year/career

Within 90 Days

- Complete a 90 Day Review on strengths and continued learning areas
- Provide a chance to learn about other areas of the business so they see where they fall in the process