**New Hire 30-60-90 Days Plan**

Welcome to Droom!

Beginning a new job can be challenging so we have created this plan to you quickly get into the Droom culture and environment. This program will keep you laser focused towards your goals and deliverables, and to help you with the transition.

We hope this program helps you get started on your path to success!

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| **Employee Information** | |
| Name: PRADEEP KUMAR CHAUHAN | Date of Joining: 02-12-2020 |
| Department: QA | Role: SENIOR QA ANALYST |
| Buddy: | Mentor: |

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| --- | --- | --- |
| **Itinerary** | **Agenda** | **Tick when done** |
| New Hire Paper Work | Complete all required new hire mandatory documentation related to joining formality. If you have any questions regarding this paperwork, contact the HR department | Checkmark |
| New Hire Orientation | Attend the New Hire Orientation in the HR Training   1. Droom Journeys 2. About Droom 3. Droom Core Values and Competencies 4. Madness at Droom 5. HR Policies | Checkmark |
| Laptop & Bio-Metric | You will receive:   1. Laptop – as applicable 2. E-mail Id – will be created on the same day of joining 3. Bio-Metric – To enable your attendance capturing | Checkmark |
| Facility Tour | Tour the facility at Droom includes highlights like:   1. Building 1 – Reception 2. Grand Central 3. Droom Lounge 4. Board Room 5. Building 2 - Reception 6. Droom Cafeteria 7. Garden Area 8. Nursing room 9. Baby Care 10. Selfi Booth | Checkmark |
| Meet & Greet | To get you introduced to your department head and buddy. | Checkmark |

**Key deliverables for next 30 days:**

1 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

15 Days Milestone Feedback:

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| --- | --- |
| Reporting Manager Feedback: | Employee Feedback: |
|  |  |

30 Days Milestone Feedback:

|  |  |
| --- | --- |
| Reporting Manager Feedback: | Employee Feedback: |
|  |  |

**Rating on Core Values & Competencies After 30 Days**

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| --- | --- | --- |
| **Droom Core Values & Competencies** | **HR Evaluator** | **Reporting Manager** |
| **Interviewer Name** |  |  |
| Customer Centric |  |  |
| Passion |  |  |
| High-Energy |  |  |
| Long Term Approach |  |  |
| Learn From Mistakes |  |  |
| High Work Ethics |  |  |
| Frugality |  |  |
| Result Oriented |  |  |
| Taking Ownership |  |  |
| Positive Attitude |  |  |
| Data Driven |  |  |
| Humility |  |  |
| **Total Score** |  |  |

**Key deliverables for next 31st to 60 days:**

1 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

45 Days Milestone Feedback:

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| --- | --- |
| Reporting Manager Feedback: | Employee Feedback: |
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60 Days Milestone Feedback:

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| --- | --- |
| Reporting Manager Feedback: | Employee Feedback: |
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**Key deliverables for next 61st to 90 days:**

1 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

75 Days Milestone Feedback:

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| --- | --- |
| Reporting Manager Feedback: | Employee Feedback: |
|  |  |

90 Days Milestone Feedback:

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| --- | --- |
| Reporting Manager Feedback: | Employee Feedback: |
|  |  |

**Rating on Core Values & Competencies after 90 Days**

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| --- | --- | --- |
| **Droom Core Values & Competencies** | **HR Evaluator** | **Manager** |
| **Interviewer Name** |  |  |
| Customer Centric |  |  |
| Passion |  |  |
| High-Energy |  |  |
| Long Term Approach |  |  |
| Learn From Mistakes |  |  |
| High Work Ethics |  |  |
| Frugality |  |  |
| Result Oriented |  |  |
| Taking Ownership |  |  |
| Positive Attitude |  |  |
| Data Driven |  |  |
| Humility |  |  |
| **Total Score** |  |  |

Reporting Manager: