

First 90-Days Guide

Revisit this guide throughout your first 90-Days. As you learn, meet with colleagues, and are provided feedback, take notes, and create action plans to act on feedback.

Work every day to become a valuable and reliable employee.

Steps	Action Items	Notes Successes, Challenges & Opportunities
Step One	Days 1-30 <ul style="list-style-type: none"> Shadow an experienced colleague Study training materials on medical terminology Perform basic patient care tasks under supervision Learn clinic's scheduling system 	
	Day 31 - 60 <ul style="list-style-type: none"> Handle basic tasks independently (e.g., patient check-in) Start handling patient care tasks independently Assist with administrative tasks (e.g., managing charts) Handle more complex tasks (e.g., EKG, inventory) 	
	Day 61 - 90 <ul style="list-style-type: none"> Take ownership of a specific task or area (e.g., inventory) Start solving minor problems independently (e.g., supply issues) Begin training on advanced skills (e.g., surgical assistance) Develop a system to improve clinic workflow (e.g., patient flow) 	
Step Two & Three	Identify Stakeholders & interview Instructions: Build a positive relationship with your manager, and anyone else within the company who you should connect with, and reach out to ask them for a short interview (30 minutes)	90-Day Interview Questionnaire Template.docx (hbs.edu) https://www.alumni.hbs.edu/Documents/careers/90-Day%20Interview%20Questionnaire Template.pdf
Step Four & Five	Review & Share Instructions: Identify what you have learned and share your ideas for improvements with your manager. Continue to observe, reflect, and seek feedback.	