

## 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
<b>Step One</b>	<b>Days 1-30</b> <ul style="list-style-type: none"><li>• Shadow an experienced colleague</li><li>• Study training materials on medical terminology</li><li>• Perform basic patient care tasks under supervision</li><li>• Learn clinic's scheduling system</li></ul>	
	<b>Day 31 - 60</b> <ul style="list-style-type: none"><li>• Handle basic tasks independently (e.g., patient check-in)</li><li>• Start handling patient care tasks independently</li><li>• Assist with administrative tasks (e.g., managing charts)</li><li>• Handle more complex tasks (e.g., EKG, inventory)</li></ul>	
	<b>Day 61 - 90</b> <ul style="list-style-type: none"><li>• Take ownership of a specific task or area (e.g., inventory)</li><li>• Start solving minor problems independently (e.g., supply issues)</li><li>• Begin training on advanced skills (e.g., surgical assistance)</li><li>• Develop a system to improve clinic workflow (e.g., patient flow)</li></ul>	
<b>Step Two &amp; Three</b>	<b>Identify Stakeholders &amp; interview</b> 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)	<a href="#">90-Day Interview Questionnaire_Template.docx</a> <a href="https://www.alumni.hbs.edu/Documents/careers/90-Day%20Interview%20Questionnaire_Template.pdf">(hbs.edu)https://www.alumni.hbs.edu/</a>
<b>Step Four &amp; Five</b>	<b>Review &amp; Share</b> Instructions: Identify what you have learned and share your ideas for improvements with your manager. Continue to observe, reflect, and seek feedback.	