

New Hire 30-60-90 Day Plan

A 30-60-90-day plan maximizes employee impact from day one by clearly aligning new hire objectives with the company's mission and goals. Both employees and managers benefit from these clearly defined, organizationally aligned objectives.

DAYS 1-30: LEARN

The first month of a new employee's time in the organization can be considered their training time. During this learning curve, the employees should be given extensive training to learn about their new team members, company policies, products, team's existing strategy, and work duties.

Week 1	Company HR onboarding *See checklist tabs for guidance on specific tasks to completed
	Team onboarding
	Begin product training
Week 2	Company HR onboarding *See checklist tabs for guidance on specific tasks to completed
	Learn processes and systems
	Initial meetings with teammates and cross-functional stakeholders
	Identify cadence of necessary on-going meetings
Week 3	Company HR onboarding *See checklist tabs for guidance on specific tasks to completed
	Start to work with manager to identify and set goals and KPIs for job success
Week 4	Company HR onboarding *See checklist tabs for guidance on specific tasks to completed
	Deliver first "quick win"
	Finalize goals and KPIs and enter into UKG

DAYS 31-60: APPLY SKILLS

New hires get the chance to apply what they've learned in the first 30 days of the 30-60-90 day plan of their employment by taking on challenging duties. Remember, it's acceptable for new hires to make mistakes during this crucial learning phase as they become accustomed to the way things are done.

Week 5	Take over relevant project ownership
Week 6	Start to take on new responsibilities
Weeks 7-8	Additional training when/where needed

DAYS 61-90: OWNERSHIP

During this time frame, new hires start mastering the skills they have learned in their job. This means they can now fully meet job expectations and start achieving long-term performance goals.

Week 9-10	Continue to enhance professional relationships
Week 11	Review set goals and KPIs to ensure they still align with long-term strategies
Week 12	Mini performance review: what was/was not accomplished, what went well, what could have been improved, what is still unclear