

First 90 Days Plan: Workplace Transition Guide

Chapter 15.4: Interview Skills and Workplace Readiness

About Your First 90 Days Plan

The first three months in a new position are critical for establishing yourself and laying the foundation for long-term success. Research shows that new employees who have a structured plan for their first 90 days are more likely to integrate successfully and make meaningful contributions quickly.

This planning template will help you create a comprehensive strategy for your transition into a new workplace. It's organized into three distinct phases:

- **Days 1-30: Learning Phase** - Focus on absorbing information, understanding expectations, and building relationships
- **Days 31-60: Contributing Phase** - Begin implementing your knowledge, proposing ideas, and expanding your impact
- **Days 61-90: Value Creation Phase** - Demonstrate strategic contributions and establish your unique value

Pre-Entry Preparation

Before your first day, complete this preparation section to hit the ground running.

Preparation Area	Your Plan
Company Research Research to understand the organization's mission, values, recent news, products/services, and competitive landscape	
Role Clarity Review job description and clarify expectations, responsibilities, and success metrics	
Key People Identify important stakeholders, team members, and other departments you'll interact with	
Industry Knowledge Research industry trends, challenges, and opportunities relevant to your role	
Logistics Preparation Clarify start time, location, dress code, required documents, and other first-day details	

Your 90-Day Plan

PHASE 1: DAYS 1-30 (LEARNING PHASE)

During this phase, focus on absorbing information, understanding expectations, and building relationships. This is primarily about learning, not making major changes.

Learning Objectives

List 3-5 specific things you want to learn during your first month.

Relationship Building Plan

Identify key relationships to establish and how you'll build them.

Key Person/Group	Why Important	Approach to Build Relationship
Supervisor/Manager		
Team Members		
Cross-Functional Partners		
Clients/Customers (if applicable)		

Early Wins

Identify 2-3 achievable accomplishments to build credibility early.

Week One Special Focus

Detail your approach for making a strong impression in your first week.

Feedback Plan

Describe how and when you'll seek feedback during this phase.

Phase 1 Example: During my first 30 days as a Marketing Coordinator, I'll focus on learning our product portfolio, understanding our target audience segments, and mastering our content management system. I'll schedule individual coffee chats with each team member to understand their roles and current projects. For early wins, I'll create a content calendar template that streamlines our planning process and update our social media profiles for consistency. I'll request a brief check-in with my manager at the end of weeks 1, 2, and 4 to ensure I'm on track.

PHASE 2: DAYS 31-60 (CONTRIBUTING PHASE)

In this phase, shift from primarily learning to actively contributing. Begin implementing your knowledge, proposing ideas, and expanding your impact.

Implementation Goals

List 3-5 specific contributions you aim to make during this phase.

Skill Development Focus

Identify skills to develop or enhance during this period.

Process Improvement Opportunities

Note any inefficiencies you've observed and potential improvements.

Expanded Relationship Building

Identify additional relationships to develop beyond your immediate team.

Feedback and Adjustment Plan

Describe how you'll gather feedback on your work and adjust your approach.

Phase 2 Example: As a Software Developer in my second month, I plan to take ownership of bug fixes for our mobile app and contribute to the upcoming feature release. I'll focus on improving my skills with our testing framework and CI/CD pipeline. I've noticed our documentation process is inconsistent, so I'll propose a standardized template. I'll expand my network by connecting with the UX team and product managers to better understand user needs. I'll request specific feedback on my code quality and communication effectiveness during our bi-weekly 1:1 meetings.

PHASE 3: DAYS 61-90 (VALUE CREATION PHASE)

In this final phase, focus on demonstrating strategic contributions and establishing your unique value to the organization.

Strategic Contributions

Describe significant projects or initiatives you'll lead or substantially contribute to.

Innovation Opportunities

Identify areas where you can bring fresh perspectives or innovative approaches.

Leadership Development

Note opportunities to demonstrate leadership, regardless of your position.

Performance Review Preparation

Plan how you'll document achievements and prepare for any formal review.

Future Development Goals

Outline your professional development goals beyond the first 90 days.

Phase 3 Example: As an HR Coordinator entering my third month, I'll lead the new employee onboarding improvements project, incorporating feedback from recent hires. I'll propose a mentorship program structure based on research and best practices from other organizations. I'll take initiative in leading our department's monthly staff meetings. For my 90-day review, I'll create a document tracking all projects completed, skills acquired, and recommendations implemented. Looking ahead, I plan to develop my skills in conflict resolution and employee relations.

Key Milestones and Check-In Schedule

Plan specific milestones and check-in points to track your progress.

Timeframe	Key Milestones/Objectives	Check-In/Feedback Plan
End of Week 1		
End of Week 2		
End of Month 1		
Week 6		
End of Month 2		
Week 10		
End of Month 3		

Tips for First 90 Days Success:

- **Listen more than you speak** during your first month
- **Ask thoughtful questions** to demonstrate engagement and build understanding
- **Take detailed notes** during training and meetings
- **Clarify expectations** with your manager early and regularly
- **Build relationships** at all levels of the organization
- **Adapt to the culture** while maintaining your authentic self
- **Seek feedback** proactively rather than waiting for formal reviews
- **Document your accomplishments** from day one
- **Be patient** with yourself as you learn new systems and processes
- **Maintain work-life balance** despite the desire to impress