**Add stock/company or document related Image here,**

*Once you add image, click on it got to “Picture format” and than from “Arrange” tab go to the “sent to back” and click sent to back option. Also make sure the wrap the image “behind text” is also checked. And manually position image.*

30-60-90 Day Onboarding Plan

**For Use in the Health Sector**

**Updated: April 5, 2025**

www.yourwebsite.com

**Add Your Company Logo/Name here**

**Table of Contents**

[Disclaimer: 2](#_Toc194786012)

[How to Use This Document 2](#_Toc194786013)

[Introduction & Purpose 3](#_Toc194786014)

[Key Objectives & Milestones 3](#_Toc194786015)

[30-Day Plan: Orientation & Initial Training 3](#_Toc194786016)

[Objective: Build a Strong Foundation 3](#_Toc194786017)

[Check-in at the End of 30 Days: 4](#_Toc194786018)

[60-Day Plan: Performance & Integration 4](#_Toc194786019)

[Objective: Improve Efficiency & Build Confidence 4](#_Toc194786020)

[90-Day Plan: Mastery & Long-Term Goals 5](#_Toc194786021)

[Objective: Demonstrate Mastery & Plan Career Growth 5](#_Toc194786022)

[Final Review at 90 Days: 5](#_Toc194786023)

[Performance Review & Feedback Process 5](#_Toc194786024)

[Support Resources & Ongoing Development 5](#_Toc194786025)

[Acknowledgment & Agreement 6](#_Toc194786026)

[Final Notes 6](#_Toc194786027)

# Disclaimer:

This **30-60-90 Day Onboarding Plan** ensures structured integration of new employees while aligning with **Ontario Employment Standards Act (ESA), Occupational Health and Safety Act (OHSA), Accessibility for Ontarians with Disabilities Act (AODA), and company policies**. This document does **not** constitute legal advice and should be customized based on company-specific policies, industry requirements, and regulatory compliance.

# How to Use This Document

This structured onboarding plan ensures new hires are successfully integrated into their roles within **90 days**. Employers should:

* **Customize goals and expectations** based on the job role and department.
* **Ensure compliance** with ESA, OHSA, AODA, WSIB, and workplace policies.
* **Provide structured support** for employees in their initial months.
* **Conduct regular check-ins** to track progress and address concerns.
* **Adjust the plan as needed** based on employee performance and feedback.

# Introduction & Purpose

The **30-60-90 Day Onboarding Plan** is designed to help new employees **transition smoothly into their roles**, ensuring they understand expectations, receive proper training, and contribute effectively. This plan:

* Helps employees develop job-specific skills and understand company culture.
* Provides clear performance expectations for each phase.
* Encourages open communication and feedback between employees and managers.
* Supports long-term employee retention and success.

# Key Objectives & Milestones

* 30 Days: Learn about company culture, complete training, and begin role-specific tasks.
* 60 Days: Apply skills independently, demonstrate efficiency, and integrate into the team.
* 90 Days: Achieve proficiency, contribute to business objectives, and set long-term goals.

# 30-Day Plan: Orientation & Initial Training

## Objective: Build a Strong Foundation

* + **Complete New Hire Orientation** – HR policies, company overview, and compliance training.
  + **Meet Team & Key Stakeholders** – Introduction to colleagues, leadership, and support networks.
  + **Understand Company Mission & Goals** – Learn about company values, services, and objectives.
  + **Complete Mandatory Training** – OHSA safety training, industry-specific requirements, data security, etc.
  + **Learn Role-Specific Responsibilities** – Review job description, key tasks, and expectations.
  + **Start Basic Work Tasks** – Shadow experienced team members, engage in hands-on practice.
  + **Review Workplace Tools & Systems** – Learn about software, reporting systems, and workflow tools.
  + **Schedule Bi-Weekly Check-ins** – Discuss progress, challenges, and additional support needs.

## Check-in at the End of 30 Days:

* Discuss first impressions, challenges, and support needed.
* Ensure training goals have been met.
* Identify any additional resources required.
* Provide initial performance feedback.

# 60-Day Plan: Performance & Integration

## Objective: Improve Efficiency & Build Confidence

**Demonstrate Understanding of Core Responsibilities** – Work independently on assigned tasks.

**Strengthen Collaboration & Communication** – Engage in team meetings, projects, and workplace interactions.

**Apply Feedback & Coaching** – Implement suggestions received from supervisors and peers.

**Enhance Productivity & Time Management** – Improve efficiency and workflow processes.

**Understand Performance Metrics** – Learn how performance is measured and assessed.

**Participate in Cross-Functional Training** – Gain insight into other departments’ functions.

**Develop Problem-Solving Skills** – Address minor challenges with minimal supervision.

**Check-in at the End of 60 Days:**

* Review progress on job duties and workplace adaptation.
* Identify gaps in skills or knowledge and plan additional training.
* Provide constructive feedback and recognize achievements.
* Adjust workload and responsibilities as necessary.

# 90-Day Plan: Mastery & Long-Term Goals

## Objective: Demonstrate Mastery & Plan Career Growth

**Fully Perform Job Duties** – Achieve confidence and consistency in all responsibilities.

**Enhance Problem-Solving & Decision-Making Skills** – Handle tasks with minimal supervision.

**Contribute to Team & Company Goals** – Participate in initiatives and take on new challenges.

**Develop Long-Term Growth Plan** – Identify career advancement opportunities and skill development goals.

**Prepare for Formal Performance Review** – Receive final feedback from the manager and discuss next steps.

**Seek Mentorship Opportunities** – Engage with senior team members for professional growth.

## Final Review at 90 Days:

* Confirm **role readiness and long-term fit** within the company.
* Identify **next steps for career progression**.
* Recognize **key achievements** and set **ongoing development goals**.
* Evaluate **employee satisfaction and engagement**.

# Performance Review & Feedback Process

Each milestone includes a **structured performance review and feedback session**:

* **30-Day Check-In:** Focus on orientation experience and early-stage learning progress.
* **60-Day Review:** Evaluate independent work ability, collaboration, and productivity.
* **90-Day Final Evaluation:** Determine overall success in onboarding and future growth plans.

# Support Resources & Ongoing Development

* **Access to Learning Management Systems (LMS)** – Employees can take online courses for continuous improvement.
* **Peer Mentorship Programs** – Encourage employees to connect with mentors for career guidance.
* **Regular One-on-One Meetings** – Scheduled coaching and professional development discussions.
* **Wellness & Employee Assistance Programs (EAPs)** – Support for mental health and work-life balance.
* **Annual Training Requirements** – Ongoing learning to maintain industry compliance and certifications.

# Acknowledgment & Agreement

I, **[Employee Name]**, acknowledge that I have received and reviewed the **30-60-90 Day Onboarding Plan** for [Company Name]. I understand my performance expectations and agree to follow the structured milestones outlined in this document.

**Employee Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Manager/Supervisor Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Final Notes

This plan is designed to ensure compliance with Ontario labor laws while creating a structured onboarding experience. Employers should regularly update this document to reflect changes in workplace policies and legal requirements.

**Please delete the last page once you are done.**

****



**Contact Us:**

**Email:** [contact@prosupporthr.ca](mailto:contact@prosupporthr.ca)

**Phone:** 289-628-1484

**Website:** <https://prosupporthr.ca>

**Copyright © 2025 Prosupport HR Partners**

All rights reserved. Unauthorized reproduction or distribution of this template is prohibited