

30-60-90-Day Plan for Onboarding

Employee name	
Job title	
Department	
Hiring manager	
Start date	

MILESTONES OVERVIEW		
Timeframe	Focus area	Key objectives
First 30 days	Learning and adaptation	Understanding the scope of the job, roles, tasks, and expectations
First 60 days	Role application	Beginning to take ownership of key tasks
First 90 days	Performance and growth	Demonstrating full productivity and long-term value

30-60-90-Day Plan Breakdown			
Category	First 30 days	First 60 days	First 90 days
Company knowledge	– Complete company overview training – Understanding of the mission, values, and culture	Deepening the industry and competitor knowledge	Staying updated on company developments and overall strategy
Role-specific training	– Complete job-related training – Shadowing colleagues – Reviewing best	– Applying training to actual tasks – Seeking task-specific feedback from peers and the	– Fully executing responsibilities – Refining the approach based on feedback.

	practices	manager.	
Performance expectations	Understanding performance metrics and goals	Beginning to meet performance benchmarks and targets	Consistently achieving goals and contributing at full capacity
Tools and technology	Gain access to, and practice using, essential tools	Using tools independently and troubleshooting common issues	Mastering tools and suggesting optimizations
Collaboration and networking	– Meeting key team members – Understanding team structure	– Engaging in deeper collaboration – Contributing to team discussions	– Building cross-functional relationships – Actively participating in projects
Manager check-ins	Participating in weekly one-on-one check-ins	Participating in bi-weekly check-ins and starting to lead discussions	Participating in monthly performance reviews and setting long-term goals
Feedback and self-assessment	Completing the first self-assessment and discussing initial impressions	Reviewing progress and adjusting the development plan if necessary	Conducting final onboarding reviews and discussing career paths with the manager

Action plan: First 30 days			
Task	Owner	Objectives	Notes
Attend company orientation.	HR		
Discuss expectations with the hiring manager.	Manager		
Shadow a team member.	Employee		

Complete initial role-based training.	Employee		
Set first performance goals.	Manager and Employee		

Action plan: First 60 days			
Task	Owner	Objectives	Notes
Execute core responsibilities.	Employee		
Seek feedback from the manager and peers.	Employee		
Attend advanced training sessions.	Employee		
Take on a small independent project	Employee		

Action plan: First 90 days			
Task	Owner	Objectives	Notes
Lead a project or a key initiative in a project.	Employee		
Conduct final performance reviews.	Manager and Employee		
Plan the next steps for career development.	Employee		
Provide onboarding feedback and completing onboarding surveys.	HR and Employee		