***Disclaimer: This document has been created based on professional advice by TPD HR Solutions and should NOT be considered as legal advice.***

# 30-60-90 Onboarding Plan

This is your 30-60-90 Day Orientation Guide. It will guide you through your first three months at\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Every deliverable, meeting, development opportunity and process is rooted in three questions below:

***What do I need to accomplish? What do I need to learn? Who do I need to meet****? in order to be set up successfully in my new role.*

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| **RESULTS** | | | |
|  | ***What I need to accomplish:*** | **Coordinated by?** | **Complete? Y/N** |
| **30 Days** |  |  |  |
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| **60 Days** |  |  |  |
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| **90 Days** |  |  |  |
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| **LEARNING AND PERFORMANCE** | | | |
|  | ***What I need to learn: (operations, processes, financial, HR, corporate)*** | **Coordinated by?** | **Complete? Y/N** |
| **30 Days** |  |  |  |
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| **60 Days** |  |  |  |
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| **90 Days** |  |  |  |
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| **PEOPLE** | | | |
|  | ***Who I need to meet: (Internal, external)*** | **Coordinated by?** | **Complete? Y/N** |
| **30 Days** |  |  |  |
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| **60 Days** |  |  |  |
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| **90 Days** |  |  |  |
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**30-60-90 CHECK-IN**

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| NAME: |  | CHECK-IN WITH: |  |
| ROLE: |  | CHECK-IN DATES: |  |
| MANAGER: |  | 30 DAYS - | |
|  |  | 60 DAYS - | |
|  |  | 90 DAYS - | |
|  | | | |

*Are you clear on the expectations for your role?*

*What tools/information do you need to do your job?*

*Do you feel that you are set up for success?*

*What support do you need from me to feel comfortable and successful in your role?*

*How has your experience so far matched with what was talked about during the interview process?*

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| **WHAT’S WORKING** | | |
| *30 Days* | *60 Days* | *90 Days* |
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| **ISSUES TO MONITOR** | | |
| *30 Days* | *60 Days* | *90 Days* |
|  |  |  |
| **ISSUES THAT NEED ATTENTION** | | |
| *30 Days* | *60 Days* | *90 Days* |
|  |  |  |
| **GENERAL COMMENTS:** | | |
| *30 Days* | *60 Days* | *90 Days* |
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