**

**30-60-90 Onboarding Plan Template**

**INSTRUCTIONS**

Below, you will find a template designed to assist your line managers in efficiently onboarding new team members.

This template outlines each step of the process, ensuring all essential aspects are covered. Text highlighted in yellow serves as a placeholder, which can be replaced with specific details relevant to each new employee. By customizing these sections, your line managers can tailor the onboarding experience to fit the unique needs of every new hire, ensuring personalized and effective integration into your organization.

Remember to copy the template into a new document each time you use it for a new employee. This will allow you to keep a fresh and organized approach with every onboarding process.

*Hello, [New joiner]. Welcome to [Company name]! We are so happy that you’ve joined us.*

**What is the 30-60-90 day plan?**

The best way to think about your 90-day plan is as a learning journey.

This plan will enable you to become the best version of yourself and excel at your new role in the coming weeks.

Here is what you can expect in your first 90 days with us:

1. [Write expectations]
2. [Write expectations]
3. [Write expectations]
4. [Write expectations]
5. [Write expectations]

We know you are eager to get started, so we ensured that your first 90 days are dynamic and exciting. In this onboarding journey, you will come across different types of activities:

1. [Write activity]
2. [Write activity]
3. [Write activity]
4. [Write activity]
5. [Write activity]

Are you ready?

Let's get started!

**Important contacts**

If you need help with anything, here is who you can reach out to:

|  |  |  |
| --- | --- | --- |
| *[Contact name]* | *[Contact name]* | *[Contact name]* |
| You should reach out to this person when: [reason] | You should reach out to this person when: [reason] | You should reach out to this person when: [reason] |
| *[Contact name]* | *[Contact name]* | *[Contact name]* |
| You should reach out to this person when: [reason] | You should reach out to this person when: [reason] | You should reach out to this person when: [reason] |
| *[Contact name]* | *[Contact name]* | *[Contact name]* |
| You should reach out to this person when: [reason] | You should reach out to this person when: [reason] | You should reach out to this person when: [reason] |
| *[Contact name]* | *[Contact name]* | *[Contact name]* |
| You should reach out to this person when: [reason] | You should reach out to this person when: [reason] | You should reach out to this person when: [reason] |

**Important links and tools**

In this section, you will find the most important links you will need in your first 90 days.

**Downloadable software**

|  |  |
| --- | --- |
| *[Link]* | *[Link]* |
| You should download this when: [reason] | You should download this when: [reason] |
| *[Link]* | *[Link]* |
| You should download this when: [reason] | You should download this when: [reason] |
| *[Link]* | *[Link]* |
| You should download this when: [reason] | You should download this when: [reason] |
| *[Link]* | *[Link]* |
| You should download this when: [reason] | You should download this when: [reason] |
| *[Link]* | *[Link]* |
| You should download this when: [reason] | You should download this when: [reason] |
| *[Link]* | *[Link]* |
| You should download this when: [reason] | You should download this when: [reason] |

**Intranet pages**

|  |  |
| --- | --- |
| *[Link]* | *[Link]* |
| You should access this when: [reason] | You should access this when: [reason] |
| *[Link]* | *[Link]* |
| You should access this when: [reason] | You should access this when: [reason] |
| *[Link]* | *[Link]* |
| You should access this when: [reason] | You should access this when: [reason] |
| *[Link]* | *[Link]* |
| You should access this when: [reason] | You should access this when: [reason] |
| *[Link]* | *[Link]* |
| You should access this when: [reason] | You should access this when: [reason] |
| *[Link]* | *[Link]* |
| You should access this when: [reason] | You should access this when: [reason] |

**Onboarding goals**

|  |  |  |
| --- | --- | --- |
| **30-day goals** | **60-day goals** | **90-day goals** |
| *[Goal]* | *[Goal]* | *[Goal]* |
| Goal deliverable:  [Deliverable] | Goal deliverable:  [Deliverable] | Goal deliverable:  [Deliverable] |
| *[Goal]* | *[Goal]* | *[Goal]* |
| Goal deliverable:  [Deliverable] | Goal deliverable:  [Deliverable] | Goal deliverable:  [Deliverable] |
| *[Goal]* | *[Goal]* | *[Goal]* |
| Goal deliverable:  [Deliverable] | Goal deliverable:  [Deliverable] | Goal deliverable:  [Deliverable] |
| *[Goal]* | *[Goal]* | *[Goal]* |
| Goal deliverable:  [Deliverable] | Goal deliverable:  [Deliverable] | Goal deliverable:  [Deliverable] |

**Week 1**

|  |  |
| --- | --- |
| **1** | Set up your tech stack. |
| **2** | Meet your manager. |
| **3** | Meet the team. |
| **4** | Get to know our values. |
| **5** | Get to know our culture. |
| **6** | Get to know our strategy. |
| **7** | [Task] |
| **8** | [Task] |
| **9** | [Task] |
| **10** | [Task] |
| **11** | [Task] |
| **12** | [Task] |
| **13** | [Task] |
| **14** | [Task] |
| **15** | Week 1 reflection |

**Week 2**

|  |  |
| --- | --- |
| **1** | [Task] |
| **2** | [Task] |
| **3** | [Task] |
| **4** | [Task] |
| **5** | [Task] |
| **6** | [Task] |
| **7** | [Task] |
| **8** | [Task] |
| **9** | [Task] |
| **10** | [Task] |
| **11** | [Task] |
| **12** | [Task] |
| **13** | [Task] |
| **14** | [Task] |
| **15** | Week 2 reflection |

**Week 3**

|  |  |
| --- | --- |
| **1** | [Task] |
| **2** | [Task] |
| **3** | [Task] |
| **4** | [Task] |
| **5** | [Task] |
| **6** | [Task] |
| **7** | [Task] |
| **8** | [Task] |
| **9** | [Task] |
| **10** | [Task] |
| **11** | [Task] |
| **12** | [Task] |
| **13** | [Task] |
| **14** | [Task] |
| **15** | Week 3 reflection |

**Week 4**

|  |  |
| --- | --- |
| **1** | [Task] |
| **2** | [Task] |
| **3** | [Task] |
| **4** | [Task] |
| **5** | [Task] |
| **6** | [Task] |
| **7** | [Task] |
| **8** | [Task] |
| **9** | [Task] |
| **10** | [Task] |
| **11** | [Task] |
| **12** | [Task] |
| **13** | [Task] |
| **14** | [Task] |
| **15** | Week 4 reflection |

**Weeks 5–8**

|  |  |
| --- | --- |
| **1** | [Task] |
| **2** | [Task] |
| **3** | [Task] |
| **4** | [Task] |
| **5** | [Task] |
| **6** | [Task] |
| **7** | [Task] |
| **8** | [Task] |
| **9** | [Task] |
| **10** | [Task] |
| **11** | [Task] |
| **12** | [Task] |
| **13** | [Task] |
| **14** | [Task] |
| **15** | Weeks 5–8 reflection |

**Weeks 9–12**

|  |  |
| --- | --- |
| **1** | [Task] |
| **2** | [Task] |
| **3** | [Task] |
| **4** | [Task] |
| **5** | [Task] |
| **6** | [Task] |
| **7** | [Task] |
| **8** | [Task] |
| **9** | [Task] |
| **10** | [Task] |
| **11** | [Task] |
| **12** | [Task] |
| **13** | [Task] |
| **14** | [Task] |
| **15** | Weeks 9–12 reflection |