

# 30-60-90 Day Onboarding Template

Confidently starting your people with clear goals and milestones.

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## Objective

The goal of this onboarding plan is to help new hires become confident, independent, and impactful by defining clear goals across their first three months.




## Overview

Timeframe	Focus	Goals
Days 1-30	Learn	Understand company, product, people, and processes
Days 31-60	Contribute	Start executing tasks with guidance, collaborate across teams
Days 61-90	Own	Lead initiatives, optimize workflows, and add strategic value

### Day 1-30: Learn & Observe

**Goal:** Get oriented, absorb information, and understand the "why" behind your role.

#### Key Activities

-  Complete HR onboarding and tool setup
-  Review company mission, values, and key products
-  Meet your manager and team (intro 1:1s)

- Read internal docs, wikis, org charts
- Shadow team members and attend key meetings
- Understand customer segments and pain points

## Deliverables

- Short bio for team intro
- Written summary: "What I've learned so far"
- List of questions or knowledge gaps
- Suggested improvements (if any)

## Manager Check-In

- End-of-week touchpoints
- 30-day review and feedback session

## Day 31–60: Start Contributing

**Goal:** Apply what you've learned, take on tasks, and engage in collaborative work.

## Key Activities

- Begin owning small projects or tickets
- Join customer calls / technical reviews
- Document workflows or runbooks
- Contribute to team meetings and async updates
- Request feedback regularly

## Deliverables

- Complete 1–2 owned deliverables or projects
- Update onboarding doc with insights
- Submit a "What I'd improve" list

## Manager Check-In





- Biweekly 1:1s + project reviews
- Skills assessment + growth plan

## Day 61–90: Take Ownership

**Goal:** Drive value independently and propose improvements.

## Key Activities

- Own a project end-to-end

-  Present your work to cross-functional stakeholders
-  Identify areas for optimization
-  Mentor a newer hire (if applicable)
-  Set goals for next quarter

## **Deliverables**

- Project completion + stakeholder feedback
- Retrospective on first 90 days
- 3–6 month growth & learning plan

## **Manager Check-In**

- 90-day review
- Career development discussion
- Goal alignment for next quarter

## **Tools & Resources**

- Company Wiki / Notion
- Onboarding Checklist
- Team Directory
- Project Management Tool (Asana, Jira, etc.)
- Communication Guide (Slack, email norms, etc.)

## **Notes for Managers**

- Assign a buddy/mentor during week 1
- Offer multiple formats for learning (videos, docs, 1:1s – especially for neurodivergent learners)
- Document progress using this plan and revisit regularly

This template is designed to give new hires a structured approach to their first three months, ensuring they have the knowledge, support, and resources they need to succeed.