

Your 1st 90 Days PLAN

Employee Name

Start Date

Title

90 Days End Date

Job Description

Provide a brief description of the role and its key deliverables here.

Organisational PLAN

Learning Item	Recommended Timeframe	Completion Date	Status
	<i>First Week, First 30 Days, First 60 Days, First 90 Days</i>		<i>Not Started, Scheduled, In Progress, Completed</i>
Get the hygiene factors set up so the new starter is ready to go from day 1 - system access / passess/ logins			
Give an overview of your organisation's purpose, culture, values, strategy and business priorities			
Give an overview of the current situation and priorities for the role			
Identify key challenges and set clear goals and expectations			

Learning PLAN

Successful and effective learning decreases the timeframe it will take your new starter to get up to speed. It is essential your new starter has a clear plan of what and how they will learn. Without an appreciation for the business and culture the potential for making poor decisions is high. One of the greatest risks when someone moves into a new role is they quickly become busy and learning falls by the wayside so it is important that time for learning gets scheduled.

Learning Item	Recommended Timeframe	Training Start Date	Training Completion Date	Status
	<i>First Week, First 30 Days, First 60 Days, First 90 Days</i>			<i>Not Started, Scheduled, In Progress, Completed</i>
Prepare a learning list that covers all key skills and knowledge required for the role				
Conduct a skills assessment against core competencies and identify training needs				
Provide insight on the competitor landscape, product offering and points of differentiation if applicable				

Technology PLAN

Define which systems and technologies your new starter needs to access and ensure time is scheduled for training on core systems.

Systems/Technologies	Description	Recommended Time Frame	Completion Date	Status
		<i>First Week, First 30 Days, First 60 Days, First 90 Days</i>		<i>Not Started, Scheduled, In Progress, Completed</i>
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

People PLAN

Learning Item	Recommended Timeframe	Completion Date	Status
	<i>First Week, First 30 Days, First 60 Days, First 90 Days</i>		<i>Not Started, Scheduled, In Progress, Completed</i>
Identify a buddy or mentor that can help your new starter get quicker cut through			
Identify key stakeholders and/or team members they need to meet to start building a network for success			
Assist in building their understanding of the team; is there a common language you can share - Myer Briggs profiles and/or Clifton Strengths style to help them understand the different styles and approaches present across the team, and determine how they can best connect. This can play a key factor in helping build relationships quickly and get the best outcomes.			

People PLAN

Learning Item	Recommended Timeframe	Completion Date	Status
	<i>First Week, First 30 Days, First 60 Days, First 90 Days</i>		<i>Not Started, Scheduled, In Progress, Completed</i>
Establish clear expectations on deliverables for the 1st 30, 60 and 90 days			
Ensure you have set clear goals and KPIs that are realistic			
Set time aside each week to onboard them and provide regular feedback			