30-60-90 Day Plan

The manager drafts this plan before the start date. Review it together in the first week, agree changes, and both sign. Revisit it at each check-in. Goals should be specific enough that both of you would agree whether they were met.

EMPLOYEE AND ROLE

Employee name

Job title

Manager

Onboarding buddy or mentor

Start date

What success looks like in this role after one year (2 to 3 sentences)

DAYS 1 TO 30: LEARN

Learning goals (systems, products, processes, customers)

People to meet and why

Training and certifications to complete, with dates

First small deliverable or task owned end to end

Measures of success by day 30

Support the manager will provide

DAYS 31 TO 60: CONTRIBUTE

Responsibilities taken on independently

Performance goals with targets (for example quality score, volume, response time)

Project or improvement to start

Skills gaps to close and how

Measures of success by day 60

DAYS 61 TO 90: OWN

Full responsibilities owned at the expected level

Performance targets at full productivity

Project outcome or contribution to deliver

Development goals for months 4 to 12

Measures of success by day 90

CHECK-IN LOG

Week 1 review: plan agreed

Day 30 check-in date

Day 30 status

☐ On track ☐ Partly on track ☐ Off track

Day 30 notes and changes

Day 60 check-in date

Day 60 status

☐ On track ☐ Partly on track ☐ Off track

Day 60 notes and changes

Day 90 review date

Day 90 overall result

☐ Met or exceeded the plan ☐ Met most of the plan ☐ Did not meet the plan

Day 90 summary and next steps

SIGN-OFF

Employee signature

Date

Date

Manager signature

Date

Date