

Onboarding — 30/60/90 Day Plan (Template)

A simple plan to make new hires productive quickly and reduce early turnover.

Set clear outcomes at 30, 60 and 90 days. Review weekly in the first month.

Role: _____ New hire: _____ Start date: _____

30 days — Learn the basics and perform core tasks

Outcome	How measured	Owner	Due

60 days — Increase independence and quality

Outcome	How measured	Owner	Due

90 days — Fully contributing (trusted + consistent)

Outcome	How measured	Owner	Due

Weekly check-ins (first 4 weeks)

Week	What went well	What needs work	Next actions
1			
2			
3			
4			