30-60-90 day onboarding plan

An onboarding plan template for the manager and the new hire. Fill in the top before day one.

New hire: _____ Role: _____

Manager: _____ Buddy: _____

Start date: _____ Probation ends (if you use one): _____

Three to five goals for the first 90 days (plain words, each one you can check)

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Before day one: Get ready

Two weeks out. Details, kit, goals and the first week, so day one feels expected.

Task	Owner	Due	Done
Send the new employee information form with the offer email	HR	14 days before	
Order the laptop and kit, then set up the work email and accounts	IT	7 days before	
Write three to five goals for the first 90 days	Manager	5 days before	
Pick a buddy and plan the first week	Manager	5 days before	
Put the 30, 60 and 90-day check-ins in your own calendar	Manager	3 days before	
Send a welcome note with the first-week plan	Manager	2 days before	

Days 1 to 30: Learn the role

People, tools, training and one small, real task. Weekly one-to-ones start here.

Task	Owner	Due	Done
Welcome them in person and walk through this plan	Manager	Day one	
Meet the team and the key people outside it	New hire	Day 5	
Finish one small, real task	New hire	Day 5	
Start a weekly one-to-one	Manager	Day 7	

Task	Owner	Due	Done
Shadow a teammate on the core work	Buddy	Day 10	
Finish the training the role needs	New hire	Day 21	
30-day check-in: send the check-in form, then talk it through	Manager	Day 30	

Days 31 to 60: Contribute

Take over regular work, meet other teams and ask for feedback.

Task	Owner	Due	Done
Agree on goals for the next 30 days	Manager	Day 31	
Take over one piece of regular work	New hire	Day 35	
Meet one person from another team each week	New hire	Day 45	
Ask two teammates for feedback	Manager	Day 50	
60-day check-in: review progress against what you expected	Manager	Day 60	

Days 61 to 90: Own it

Lead a piece of work, plan development and look back together.

Task	Owner	Due	Done
Write a development plan together	Manager	Day 65	
Lead one small piece of work from start to finish	New hire	Day 75	
Ask the new hire to fill in a self evaluation	Manager	Day 85	
90-day check-in: goals met, next goals, feedback on onboarding	Manager	Day 90	

Check-ins at 30, 60 and 90 days

Put all three dates in your own calendar on day one. Send the check-in form a few days before each one, then talk the answers through together.

Check-in	Date	Held on	Notes
30 days			
60 days			
90 days			

Questions to ask at every check-in

- How clear are your goals? (1 to 5)
- How settled do you feel in the team?
- Do you have the tools and access you need?
- What has gone well so far?
- What has been harder than you expected?
- What would help you most next month?
- How confident do you feel doing the job on your own? (1 to 5)

Add at 90 days

- What feedback do you have on your onboarding for the next new hire?
- Which goals did we meet, and what are the goals for the next six months?

What we agreed at 90 days

Good to know

This plan is a starting point. Change the tasks, owners and days to fit the role.

This template is a planning aid, not legal advice. Check your own rules for paperwork, pay and probation.

Pair it with the free 30-60-90 plan spreadsheet, the check-in import file and the new employee information form template at hornetforms.com.