90-day onboarding plan

One page for the manager and the new hire. Fill it in before day one.

New hire: _____ Role: _____

Start date: _____ Manager: _____ Buddy: _____

The plan

Phase	What happens	Done
Before day one	Details form sent, kit and accounts ready, schedule and goals written, buddy picked.	
Day one	Welcome, logins work, introductions, first-week schedule and goals walked through.	
Week one	One small, real task, daily check-ins, an end-of-week chat.	
Days 1 to 30	Weekly one-to-one, shadowing, training, 30-day check-in.	
Days 31 to 60	Owns some regular work, feedback from two teammates, 60-day check-in.	
Days 61 to 90	Leads a piece of work, feedback form, 90-day review.	

Three to five goals for the first 90 days

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Check-in dates: 30 days _____ 60 days _____ 90 days _____

Pair it with the free onboarding checklist sheet and the new employee information form template at hornetforms.com.