

The 30 / 60 / 90 Plan

Three checkpoints, not one — what each one covers

DAY 30 — GET ORIENTED, BUILD MOMENTUM

- ☐ All required onboarding training completed
- ☐ Team goals and current priorities understood and articulable
- ☐ Key working relationships established (manager, peers, cross-functional partners)
- ☐ First small contribution shipped — a deck reviewed, a ticket closed, a meeting facilitated
- ☐ 30-day survey or pulse check sent

DAY 75 — CHECK IN BEFORE THE FINISH LINE

- ☐ HR pre-check with the manager — any concerns? any flight risk signals?
- ☐ Identify and surface any gaps in training, access, or expectations
- ☐ Adjust the plan if onboarding has gone faster or slower than expected
- ☐ *This is the checkpoint most programs skip — and it's the one that prevents 90-day surprises*

DAY 90 — REFLECT, REVIEW, AND LOOK AHEAD

- ☐ Manager-led 90-day review or dedicated 1:1
- ☐ **HR check-in directly with the new hire** — not through the manager
- ☐ Wins celebrated specifically, by name, in writing
- ☐ Next-quarter goals set jointly
- ☐ 3-month engagement survey sent