

# 30 / 60 / 90 Goal-Setting Template

Sit together. Open a shared doc. Fill it out in week one. Revisit at each checkpoint.

Sit together with the new hire. Open a shared doc. Fill in this scaffold in one sitting. Revisit at each checkpoint.

30/60/90 PLAN — [New Hire Name]

Role: [Title]      Manager: [Name]      Start Date: [Date]

## DAY 30 — LEARN

What I will know by Day 30:

- \* [Three to five things — products, systems, people, processes]
- \* ...

Who I will have met by Day 30:

- \* [Cross-functional partners by name]

Training I will have completed:

- \* [Required compliance, role-specific, tool-specific]

Success measure: [How we'll know I'm on track]

## DAY 60 — CONTRIBUTE

What I will be owning by Day 60:

- \* [First independent deliverable]
- \* [First recurring responsibility]

Who I will be partnering with regularly:

- \* ...

Skills I will have built:

- \* ...

Success measure: [Specific, observable]

## DAY 90 — DELIVER

What I will have shipped by Day 90:

- \* [Concrete deliverable, owned end-to-end]

What I will be known for:

- \* [The reputation I'm building]

Where I want to grow next:

- \* [Skills, scope, exposure for the next 90]

Success measure: [What "ready for full scope" looks like]

## CHECKPOINTS

Day 30 review: [ ] Date scheduled: \_\_\_\_\_

Day 75 pulse: [ ] Date scheduled: \_\_\_\_\_

Day 90 review: [ ] Date scheduled: \_\_\_\_\_

**Why this works:** Forces the manager to articulate what success looks like before the new hire is left to guess. Becomes a living doc the new hire can use as a north star — and a calibration tool when things drift. Fills out in 45 minutes if you sit down and do it.