

30/60/90 Day Plan Template

Phase	Objectives	Support Provided	Success Indicators
Days 1–30	Orientation, understanding role/tools	Meetings, buddy check-ins	Completed onboarding checklist
Days 31–60	Taking ownership of key tasks	Role-specific training	75% task independence
Days 61–90	Contributing at full capacity	Feedback, growth conversation	100% role clarity & task fit

Use this template with the new hire during check-ins to track their confidence, clarity, and contribution.