



## **The 30-60-90-Day Plan**

The plan provides an onboarding roadmap for managers and new employees that ensures the proper alignment between expectations, resources, and assimilation, all of which are essential to a successful hire.

### **First Thirty (30) Days**

During the first thirty (30) days, start the new employees off with small projects, set goals to be achieved and most importantly, get the employee acclimated to the environment. By the end of thirty (30) days, new hires should have a good idea of their responsibilities, what to expect in their role and what's expected of them.

#### **To Do's:**

- Meet weekly with the employee to touch base, review and clarify performance objectives, expectations, project updates and answer questions.
- Discuss remaining training
- Check on how the Buddy relationship is going
- Follow up and answer questions
- Assess potential to succeed

### **First Sixty (60) Days**

The next thirty (30) days should involve more collaboration and handing over bigger responsibilities. This is when you should ease off on the time dedicated to training and focus more on encouraging independent thought process and problem solving. Now that your new hire is an expert on smaller projects, raise the bar and introduce bigger projects and longer-term responsibilities. At this point, they should be more comfortable with the functioning of the office and other units, so have them collaborate with other teams.

#### **To Do's:**

- Review the progress with the training plan and revise as necessary
- Continue to provide regular informal feedback
- Provide opportunities for interactions with colleagues in other units and across the College

### **First Ninety (90) Days and Beyond**

The last thirty (30) days and beyond are all about empowering the employee to work more independently. As your employee is taking on more responsibilities and accomplishing bigger tasks, they're going to start becoming more accountable for their own work. Your new hire should be able to handle projects with limited guidance from you, and should be equipped to tackle bigger responsibilities at this point.



### **To Do's:**

- Formal evaluation of performance
- Identify and communicate action plan for developmental opportunities
- Reiterate expectations
- Conduct a "Stay Interview", which helps you to understand why employees stay and what might cause them to leave. The *Stay Interview* document provides guidelines and sample questions to ask.