

30-60-90 Plan

Start a New Job with Success by Planning Your Onboarding

Share your plans with your manager and modify as needed

Sample 30 - 60 - 90 Plan for New Job Success

Category	30-Day Goals	60-Day Goals	90-Day Goals
People	<ul style="list-style-type: none"> • Meet people in dept • Clarify expectations w/supervisor 	<ul style="list-style-type: none"> • Consider socializing • Frequent check in w/supervisor 	<ul style="list-style-type: none"> • Share accomplishments appropriately • Continue to widen circle of contacts
Processes	<ul style="list-style-type: none"> • Learn where to get help & find documentation • Learn key processes 	<ul style="list-style-type: none"> • Become proficient in processes 	<ul style="list-style-type: none"> • Based on experience & use, could any processes be improved. Make suggestions
Technology	<ul style="list-style-type: none"> • Begin using expected technology • Learn as needed 	<ul style="list-style-type: none"> • Become proficient in tech 	<ul style="list-style-type: none"> • Share tech knowledge with others
Company/ Industry	<ul style="list-style-type: none"> • Learn company products / customers 	<ul style="list-style-type: none"> • Learn industry trends 	<ul style="list-style-type: none"> • Participate in industry groups
Career	<ul style="list-style-type: none"> • Update LinkedIn 	<ul style="list-style-type: none"> • Stay in touch w/your network 	<ul style="list-style-type: none"> • Participate in Meetups / Associations • Give back to others • Upskill

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Develop Your Own Plan Based on your Position and Company

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People			
Processes			
Technology			
Company/ Industry			
Career			