



Basic 30-60-90

(classes to take, people to meet, systems to gain access to, experiences to have, success looks like)

TEMPLATES

- **What is it?:**

A 30-60-90 is the minimum needed to acclimate a new employee in a manner that makes them feel appreciated and welcomed to the organization and team. It is a living document that is created prior to the employee starting and revisited at least twice a month to ensure the new employee feels engaged and energized to perform in their role. The components will help create a structure for early development into the role and ensure the new employee feels welcomed in a way that they refer other great candidates to the organization.

- **Why do you need one?:**

Without a 30-60-90 the success of your onboarding is based on the hiring manager and their ability to remember what is needed and when. Organizations without this tend to have attrition issues, lower engagement, and inconsistencies with leadership.

- **How do you use this one?:**

Fill in each of the boxes to the best of your ability. Take input and have it reviewed by current employees in the role, the new hire's buddy, and the new employee. Then refer to it often as you deal with that individual to make sure you are helping them acclimate to the organization and the role.



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- Example

Category	30 Days	60 Days	90 Days
System (Focus is on completing steps to gain access to systems, software, locations, tools, etc.)			
Applied Learning (Refers to any online or instructor led coursework employee needs to complete.)			
Experiences (Refers to any specific experiences the employee needs to complete, like participating in a meeting, focus group, etc.)			
Network (Refers to who the employee should be meeting. This can include team, manager, peers, customer, supplier, etc.)			

