

PEOPLE & CULTURE / HR · TEMPLATE

30/60/90 Day Onboarding Plan Template

For managers onboarding a new hire into a technology team who need a concrete ramp-up path tied to real accountability, not just orientation logistics.

How to use this: Fill in specific milestones for each 30-day period before the new hire's first day, tailored to their role scorecard, and share the completed plan with them directly.

Role and Context

New hire name and role:

Manager:

Linked role scorecard outcomes this plan ramps toward:

First 30 Days: Context and Small Real Work

Focus on understanding the product, team, and stakeholders.

What should this person understand about the product/business by day 30?

Who are the key people they need to have met and built early rapport with?

What is the first small, real, low-risk piece of work they will complete?

Day 60: Independent Ownership Checklist

- ☐ Owns at least one defined, real piece of the role without step-by-step guidance
- ☐ Has completed their first unsupervised customer or stakeholder interaction (if relevant)
- ☐ Manager and new hire have identified any early friction points explicitly
- ☐ A specific plan exists for any identified friction point

Day 90: Accountability Review

Scorecard Outcome	On Track / Ahead / Behind	Evidence	Action if Behind

Closing the Loop

What worked well in this person's ramp that should be repeated for future hires in this role?

What was missing or unclear that should be added to this plan next time?

What is the agreed next milestone beyond day 90?