

# ONBOARDING ROADMAP 30-60-90

## ONBOARDING ROADMAP 30-60-90+ DAY

WELCOME				PERFORMANCE			ADVANCEMENT
Pre-boarding	Orientation- Employee			Ramp up	Collaboration	Independence	Growth/Development
Day 0	Day 1	Day 2-5	Day 10	Day 30	Day 60	Day 90	90+
<b>New Hire:</b> Watch welcome video, Review welcome letter, Complete new hire PAK.	HR- Orientation/New hire paperwork review/tour	Fire safety training	Harassment & Violence prevention training	An active member in Team Integration activities/team building	Shadowing/field training w/team	Execute job role process with limited supervision; lead company culture meeting	Lead departmental monthly meetings
<b>IT Dept:</b> Setup email address /systems tools / access & PAK / computer issuance	Departmental Luncheon	Mentor luncheon	Buddy luncheon	Understand role in dept communication and decision making	-Review onboarding plan w/mgr -Obtain feedback	Set developmental goals & activities	Provide a report of developmental goals met
<b>Admin Dept:</b> Office prep/ supplies / company directory	IT Director Meeting- Computer / Systems Overview	Company Culture series with dept heads	Company Culture series w/HR	Set expectations & performance goals with supervisor	Set weekly schedule & communicate out to dept	Attend 90-day performance review meeting	Set yearly goals & set forth an annual strategy
<b>Supervisor:</b> - Schedule first-week meetings -Assign mentor/buddy	Supervisor meeting & 2-week work assignments	Supervisor meeting - 30, 60, 90, 120 +	Training activities overview meeting	Review dept tools/processes	Execute on all dept technical tools/processes; understand	-Master all technical tools	Active participant in company culture building

# Employee Onboarding 90 Day Plan Template

**D Kirk**



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