




TEMPLATE

30–60–90 Day Plan to Get New Hires On the Right Path to Success





The first day jitters. We've all had them. Starting a new role is filled with excitement and a touch of nerves, as we're unsure of what's ahead.

You may not be able to completely stop the butterflies for new hires, but providing a framework for managers that sets expectations can help ease uncertainty and provide support in the early days of onboarding.

A 30-60-90 day plan allows managers to outline the key learning and performance objectives for the new hire and set the tone for upfront communication, which is critical for a productive working relationship. While the actual plan will vary depending on team and role, a template provided by the People Ops team will ensure a consistent onboarding experience for all new hires.

Here's how to get started.

30 Days

Objective:

e.g. Understand the sales process

Learning Goals:



e.g. Get familiar with Sales team software



e.g. Read through sales handbook



e.g. Watch five recorded product demo calls

Performance Goals:



e.g. Complete internal sales certification



e.g. Shadow three customer meetings/demos



e.g. Create your first account in CRM

60 Days

Objective:

e.g. Develop product knowledge

Learning Goals:



e.g. Meet with five team members from the Sales team



e.g. Have product training



e.g. Have marketing training

Performance Goals:



e.g. Attend three sales meetings with a colleague



e.g. Complete product training test



e.g. Book first customer meeting

90 Days

Objective:

e.g. Contribute to sales pipeline

Learning Goals:



e.g. Meet with five team members from other teams



e.g. Get a good understanding of our CRM database



e.g. Join external sales professionals community

Performance Goals:



e.g. Start leading customer meeting



e.g. Get five qualified leads



e.g. Send out three quotes

For more tried-and-true onboarding strategies, read how Adriana Roche, Chief People Officer at MURAL and her team [developed a visual 30-60-90 day plan](#) that illuminates the career journey.