**30-60-90-Day Onboarding Plan Template Example**

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| **Employee** | Jamal King |
| **Job Title** | Sales Development Representative |
| **Department** | Sales |
| **Hiring Manager** | Jason Desjardins |
| **Remote/In-Office Status** | Hybrid (2 days in-office, 3 days remote) |
| **Start Date** | MM/DD/YY |
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| **Milestones Overview** |
| Timeframe | Focus Area | Key Objectives |
| First 30 days | Learning and integration | Understand the company, role, and expectations. |
| First 60 days | Role application | Begin taking ownership of key tasks. |
| First 90 days | Performance and growth | Demonstrate full productivity and long-term value. |

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| **30-60-90-Day Breakdown Category** |
| Category | First 30 Days | First 60 Days | First 90 Days |
| Company knowledge | Complete company overview training and understand mission, values, and culture. | Deepen industry and competitor knowledge. | Stay updated on company developments and strategy. |
| Role-specific training | Complete job-related training, shadow colleagues, review best practices. | Apply training in actual tasks; seek feedback from peers and manager. | Fully execute responsibilities and refine approach based on feedback. |
| Performance expectations | Understand performance metrics and goals. | Begin meeting performance benchmarks and targets. | Consistently achieve goals and contribute at full capacity. |
| Tools and technology | Gain access to, and practice using, essential tools. | Use tools independently and troubleshoot common issues. | Master tools and suggest optimizations. |
| Collaboration and networking | Meet key team members and understand team structure. | Engage in deeper collaboration and contribute to team discussions. | Build cross-functional relationships and actively participate in projects. |
| Manager check-ins | Hold weekly one-on-one check-ins. | Hold biweekly check-ins and begin leading discussions. | Hold a monthly performance review and set long-term goals. |
| Feedback and self-assessment | Complete the first self-assessment and discuss initial impressions. | Review progress and adjust development plan. | Conduct final onboarding review; discuss career path with manager. |

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| **Action Plan** | **First 30 Days** |
| Task | Owner | Notes |
| Attend company orientation. | HR | Learn company policies and procedures. |
| Discuss expectations with the hiring manager. | Manager | Align on role objectives. |
| Shadow a team member. | Employee | Observe workflows. |
| Complete initial role-based training. | Employee | Use LMS or hands-on practice. |
| Set first performance goals. | Manager & Employee | Establish clear metrics for success. |

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| **Action Plan** | **First 60 Days** |
| Task | Owner | Notes |
| Begin executing core responsibilities. | Employee | Apply training in fundamental tasks. |
| Seek feedback from the manager and peers. | Employee | Adjust based on input. |
| Attend advanced training sessions. | Employee | Deepen job-specific knowledge. |
| Take on a small independent project. | Employee | Demonstrate problem-solving and initiative. |
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| **Action Plan** | **First 90 Days** |
| Task | Owner | Notes |
| Lead a project or key initiative. | Employee | Show strategic thinking. |
| Conduct final performance review. | Manager & Employee | Assess progress and discuss growth. |
| Plan the next steps for career development. | Employee | Identify future training needs. |
| Provide onboarding feedback. | Employee | Help improve future onboarding processes. |
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| **Hiring Manager** |  |
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| **Action Plan** | **First 30 Days** |
| Task | Owner | Notes |
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| **Action Plan** | **First 60 Days** |
| Task | Owner | Notes |
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| **Action Plan** | **First 90 Days** |
| Task | Owner | Notes |
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