**Executive Onboarding Plan Template**

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| **Executive Name** | Name |
| **Job Title** |  |
| **Department** |  |
| **Hiring Manager / CEO** |  |
| **Onboarding Mentor / Liaison** |  |
| **Start Date** | MM/DD/YY |

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| Executive Onboarding Phases and Objectives |
| **Phase** | **Objective** | **Key Actions** |
| Preboarding (Before Start Date) |   |  |
| First 30 Days |  |  |
| First 90 Days |  |  |
| First Year |  |  |

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| Preboarding Tasks |  |  |
| **Task** | **Owner** | **Status** |
|  |  | **Complete** |
|  |  | **Not Started** |
|  |  | **In Progress** |
|  |   | **Complete** |
|  |  | **Complete** |

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| First 30 Days Checklist |  |  |
| **Task** | **Owner** | **Status** |
|  |  | **Complete** |
|  |  | **Not Started** |
|  |  | **In Progress** |
|  |   | **Complete** |
|  |  | **Complete** |

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| First 90 Days Goals |  |  |
| **Goal** | **Actions and Deliverables** | **Status** |
|  |  | **Complete** |
|  |  | **Not Started** |
|  |  | **In Progress** |
|  |   | **Complete** |
|  |  | **Complete** |

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| First Year Milestones |  |  |
| **Milestone** | **Owner** | **Status** |
|  |  | **Complete** |
|  |  | **Not Started** |
|  |  | **In Progress** |
|  |   | **Complete** |
|  |  | **Complete** |

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| Executive Development Goals |  |
| **Development Area** | **Goal** | **Action Plan** | **Status** |
|  |   |  | **Complete** |
|  |  |   | **Not Started** |
|  |  |   | **In Progress** |
|  |  |   | **Complete** |
|  |  |   | **Complete** |

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| Stakeholder Engagement |  |  |
| **Stakeholders** | **Purpose of Engagement** | **Meeting Frequency** | **Status** |
|  |  |  | **Scheduled** |
|  |  |  | **Ongoing** |
|  |  |  | **Established** |
|  |  |  | **Scheduled** |
|  |  |  | **Scheduled** |

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| Challenges and Resolution Tasks |  |
| **Challenge** | **Timeline / Resources Needed to Resolve** | **Status** |
|  |  | **Complete** |
|  |  | **Not Started** |
|  |  | **In Progress** |
|  |   | **Complete** |
|  |  | **Complete** |

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| Measuring Success |  |  |
| **Key Accountability Question** | **Executive's Response** |
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