

Business _____ Location _____ Date _____

About the role

The new hire's name, role, manager and start date, and in one or two sentences, what the role is for and what success looks like after three months.

Days 1-30, learn

Goals for the first month: the systems, procedures, products and customers to learn, the training to finish, and the people to meet. Each goal should be specific, for example: "Complete the opening checklist on my own by week 3."

Days 31-60, contribute

Goals for the second month, taking on real work with support. Name the tasks they'll own, and one improvement they'll suggest from a fresh point of view.

Days 61–90, own

Goals for the third month, working on their own. Name the results they'll be responsible for, and what they'll do without checking in first.

How success is measured

For each stage, how you'll both know it's done, for example a quiz passed, a task done without help, a target met or feedback from a customer.

Check-in notes

Notes from the 30, 60 and 90-day check-ins, what went well, what's behind, and what changes in the plan.

Sign-off

The new hire and manager sign and date the plan when it's agreed, and again at the 90-day review.
