

(Consider a Cover Page with the Company logo inserted)

30/60/90 Day Action Plan

Prepared by: **(insert your name)**

Prepared for: **(Insert hiring manager's name or name you will be interviewing with, and the name of the company)**

Date: XXX 0, 0000

30 day plan

- Meet with manager /supervisor (insert name here) to prioritize what is expected of me, within a specified time frame for projects/job responsibilities. **(Take notes to compare success later)**
- Orientation – meet other management, co-workers, support departments. Learn company culture and company layout.
- Set up communications/data network (phones, fax, computer, office, business cards) Submit all paperwork to HR as required.
- Learn various areas within the company: Manufacturing and Assembly, Website, Shipping, Inventory, Customer Service, Technical Services, Purchasing and other multi-disciplinary team members, with which I will interface.