

30, 60, 90 DAY WORK PLAN

Besides showing your new manager that you can plan and organize, having a 30/60/90-day plan helps you understand the job parameters. By defining what you'll accomplish in those time frames, you will get a solid appreciation to the job requirements. By doing that, you'll be able to expedite your learning curve and be a real contributor to your new position.



Within first 30 Days

- ✓ Integration into the Team
- ✓ Establish performance goals and expectations with Manager
- ✓ Trainings
- ✓ Administrative tasks
- ✓ Receive initial work assignments

Within first 60 Days

- ✓ Review onboarding plan and obtain feedback from employee
- ✓ Understanding the Big Picture (acquiring knowledge)
- ✓ Integration into the broader Team & Cross Functional partners

Within first 90 Days

- ✓ Receive feedback from manager on performance to date and revisit onboarding plan
 - ✓ Initiate participation in special projects
 - ✓ Explore additional avenues for development
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