

Thirty Sixty Ninety Day Onboarding Plan Checklist

Use this checklist to track your onboarding progress during your first 90 days. Write in your status, completion dates, and notes in the fields provided.

Phase 1: First 30 Days (Learn & Absorb)

Focus on understanding the company culture, training, meeting the team, and learning systems.

Task / Objective	Target Date	Status (e.g., Pending, In Progress, Done)	Notes / Reflection
Complete HR paperwork and compliance training	Day 5	<input type="text" value="Enter status"/>	<input type="text" value="Add notes"/>
Set up workstation, software, and tools	Day 5	<input type="text" value="Enter status"/>	<input type="text" value="Add notes"/>
Meet with key team members and stakeholders	Day 15	<input type="text" value="Enter status"/>	<input type="text" value="Add notes"/>
Review team goals, products, and core processes	Day 20	<input type="text" value="Enter status"/>	<input type="text" value="Add notes"/>
Shadow a colleague on daily routine tasks	Day 25	<input type="text" value="Enter status"/>	<input type="text" value="Add notes"/>
First 30-day check-in with manager	Day 30	<input type="text" value="Enter status"/>	<input type="text" value="Add notes"/>

Phase 2: 30-60 Days (Contribute & Collaborate)

Focus on beginning to work independently, contributing to discussions, and owning small projects.

Task / Objective	Target Date	Status (e.g., Pending, In Progress, Done)	Notes / Reflection
Take ownership of first individual project or task	Day 40	<input type="text" value="Enter status"/>	<input type="text" value="Add notes"/>
Participate actively in team meetings and brain-storming sessions	Day 45	<input type="text" value="Enter status"/>	<input type="text" value="Add notes"/>
Request feedback from peers on initial work	Day 50	<input type="text" value="Enter status"/>	<input type="text" value="Add notes"/>
Identify workflow bottlenecks or learning gaps	Day 55	<input type="text" value="Enter status"/>	<input type="text" value="Add notes"/>
Second 60-day check-in and feedback session with manager	Day 60	<input type="text" value="Enter status"/>	<input type="text" value="Add notes"/>

Phase 3: 60-90 Days (Take Initiative & Optimize)

Focus on full independence, proposing improvements, and planning long-term goals.

Task / Objective	Target Date	Status (e.g., Pending, In Progress, Done)	Notes / Reflection
Handle day-to-day responsibilities with minimal supervision	Day 70	<input type="text" value="Enter status"/>	<input type="text" value="Add notes"/>
Propose a solution or improvement to an existing workflow	Day 80	<input type="text" value="Enter status"/>	<input type="text" value="Add notes"/>
Collaborate on a cross-functional initiative or project	Day 85	<input type="text" value="Enter status"/>	<input type="text" value="Add notes"/>
Formulate personal performance goals for the next quarter	Day 90	<input type="text" value="Enter status"/>	<input type="text" value="Add notes"/>
Final 90-day performance review with manager	Day 90	<input type="text" value="Enter status"/>	<input type="text" value="Add notes"/>

Additional Notes and Action Items

Use this section to record any other milestones or specific requirements for your role:

- Item 1: Status:
- Item 2: Status:
- Item 3: Status: