

OPERATIONS & DELIVERY — MODULE 16

90-Day Onboarding Plan

Structure the first 90 days to set every new hire up for success.

Name:	Date:
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New Hire Name	Start Date

Week 1: Culture & Orientation

Day	Activity	Owner	Completed

Weeks 2-4: Technical Training

Week	Focus Area	Assessment Method	Completed

Weeks 5-8: Progressive Independence

Week	Milestone	Support Provided	Completed

Week 12: Probation Review

OVERALL PERFORMANCE ASSESSMENT

STRENGTHS DEMONSTRATED

AREAS FOR CONTINUED DEVELOPMENT

RECOMMENDATION: CONFIRM / EXTEND / END PROBATION

Manager Signature	New Hire Signature