30-60-90 Day Plans

Use these templates to document a 30-60-90 day plan for your next job interview or new hire. [Learn more](#) about this template.

Templates

- [30-60-90 Day Plan for Job Interview](#) (PPT and Google Slides templates)
  - Get a [copy of the slide here](#).
- [General 30-60-90 Day Plan](#)
- [Onboarding Checklist](#)
- [Onboarding Template: Guide to Your First Few Weeks](#)

Template: General 30-60-90 Day Plan

Name: [New hire name]

Manager: [Manager's name]

Start date: [01/01/2022]

Days 1-30

- Main goals and priorities
  - Week 1:
    - [Company onboarding](#)

- - - ■ Product training
    - ○ Week 2:
        - ■ [Learn processes and systems](#)
        - ■ [Initial meetings with teammates and cross-functional stakeholders](#)
    - ○ Week 3:
        - ■ Work with manager to identify and set metrics for job success in the next 6 weeks
    - ○ Week 4:
        - ■ Deliver first "quick win"

Days 31-60

- Main goals and priorities
    - ○ Week 5:
        - ■ Take over relevant project ownership
    - ○ Week 6:
        - ■ Present strategy to team
    - ○ Weeks 7-8:
        - ■ Begin strategy implementation

Days 61-90

- Main goals and priorities
    - ○ Week 9-10:
        - ■ Continue strategy implementation
    - ○ Week 11:
        - ■ Check progress against success metrics
        - ■ Work with manager to identify and set metrics for job success in the next 6 months
    - ○ Weeks 12:
        - ■ Finalize ramp up

Template: 30-60-90 Day Plan for Job Interview

[Copy the slide here](#).

Proposed 30-60-90 day plan

Overall goal:

DAYS 1-30

Main priority: *[high level; why and how]*

Metrics for success:

Additional items: *[add 1-2; don't overcomplicate it]*

DAYS 31-60

Main priority:

Metrics for success:

Additional items:

DAYS 61-90

Main priority:

Metrics for success:

Additional items:

Template: Onboarding Document, Equipment and Systems Checklists

This checklist outlines the general items that apply to every employee as well as team-specific apps. If you have any questions about a specific checklist item follow up with the person via Slack (like @Statler for Gmail).

Org-Wide

Salary/Wages/Mandatory Agreements

- *Document - PORTAL*
- W4 - ADP
- Direct Deposit -
- I-9 -
- Non-Compete/PIIA -
- ISO Grant/Agreement -
- Information Security Policy -
- Workplace Guide -
- Insurance Enrollment/Waiver -
- Additional Benefits Enrollment/Waiver -

Equipment/Facilities

- Desk and Chair
- Laptop
- Monitor/Keyboard/Mouse/Laptop Stand
- Building keys/access cards & office suite keys
- Headset (if applicable)

Internal Applications

- *Application - Owner*
- Gmail, calendar and drive - @statler
- Zoom - @statler
- Guru - @statler
- Expensify (Expense Reports/Reimbursements) - @waldorf
- Slack (Internal Communication & Collaboration) - @statler

- Openpath - @statler
- Asana - @statler
- Sonos (Music) - [download the app here](#), no permission needed 🎵

Individual Teams

Sales Team Apps

- Salesforce - @sterling
- LinkedIn Sales Navigator - @cooper
- Gong - @sterling
- Calendly - @derek

CS Team Apps

- Zendesk - @janet
- Intercom - @janet
- Calendly - @derek

Marketing Team Apps

- Hubspot - @peggy
- Adobe Creative Cloud - @peggy
- Ahrefs - @draper

Engineering Team Apps

- AWS - @scotty
- Clubhouse - @geordi
- Pull Reminders - @miles
- Geekbot - @stamets

Template: Guide to Your First Weeks!

Welcome!

We are so excited to have you on the team 🎊😁🎉

How to use this guide:

- This is a choose your own adventure guide for your first weeks here. Go through the paths below at your pace and in whatever order makes the most sense to you.
- The expectation is that you get through everything below in your first week — we promise it's not too long :)
- If you have any questions about getting started, please reach out to your friendly neighborhood People Ops team: Statler and Waldorf (@statler and @waldorf in Slack). You can also submit questions and requests in the #peopleops-requests Slack channel.

See what we're all about!

Use this space to showcase must-read articles about your company's leadership, culture, and presentation. Here's an example of what Guru asks new employees to read:

- One of the best ways to get started is getting familiar with Guru's Core Values!
- Take a look at why Rick and Mitch started Guru as their 2nd Big Bet.

- Read through Rick's recent blog post on [Mastering the Art of the Outcome](#) (15 min)
- Learn about our [Brand Guidelines](#).

How does my office work?

- Learn the ins and outs of your office — including addresses, building access, and visitor information here:
  - [Template: Office Address and Visitor Instructions](#)
- Stay connected! Here's everything you need to know about getting online:
  - [Template: Wifi Office Info](#)
- Make sure you have access to everything you need! Here's a breakdown of what we need from you, and how you'll be equipped:
  - [Template: Onboarding Document, Equipment and Systems Checklists](#)
- Need to book (or just find) a conference room? Here's our guide to room capacities and locations:
  - [Template: How to Schedule a Conference/Huddle Room](#)
- See how we communicate here with our Slack guide:
  - [Template: Using Slack](#)

Get to know us and let us get to know you!

- Browse the Life Stories Board to get to know your new teammates better!
- When you are ready (hopefully it's soon because we can hardly wait!) fill out a [Life Story Card](#) so we can learn more about you!

How do I ask questions…

- about benefits? First, check our [Employee Benefits Summary](#). If you can't find the answer there, send a note in the #benefits-questions Slack channel.
- about how our product works? Ask any product related questions in Slack in the #product-questions channel.
- about your role-specific onboarding? Your team lead should be on top of this already! If any questions come up though don't hesitate to ask anyone on your team and they should be able to help or loop in someone who can. You can also check out the [Team Onboarding Card](#) for your role!

- **about general onboarding?** Shoot a Slack message over to Statler or Waldorf (@statler and @waldorf).