omni

THE COMPREHENSIVE

30-60-90 Day Plan Template

Getting the Most Out of Your 30-60-90 Day Plan Template

A successful onboarding process is key to maximizing employee productivity, and 30-60-90 day plans can help align new hires and managers on goals and objectives. Our free 30-60-90 day plan template simplifies the process by breaking down large goals into smaller milestones, creating an actionable plan for new hires to thrive.

Make a 30-60-90 Day Plan in 5 Steps

1. Write your company mission statement
The key to a successful 30-60-90 day plan is to set employee goals that align with the company mission. By including your company's mission statement in your 30-60-90 day plan template you make it easy for employees and managers to easily reference and align with company goals, helping employees see how their efforts contribute to the overall success of the organization.

2. Set a focus for each phase of your plan
This will help guide the goals that you choose, and can help set the overall tone for that period of time. We suggest the focus of the first 30 days to be learning, 60 days contributing or planning, and 90 days executing.

3. Determine your objectives
For the first 30, 60, and 90 days of employment, each segment should have 3 to 5 objectives to keep things clear and concise. Be sure to include a key metric to help measure whether the goal has been achieved or not.

4. Provide resources

Think of your plan as a guide for new hires, and include any resources they will need to achieve their goals. This can include things like an employee onboarding checklist for their first 30 days, or software training videos to help them get acquainted with their tools.

5. Follow up

Set aside time after each period of the plan to check-in with the employee and assess their progress. This is where your metrics will come in handy, set aside time to review each goal and its metrics to determine if your employee has been successful. This is also a great time to review the resources provided to ensure the employee has the tools they need to achieve their goals.

30-60-90 Day Performance Plan Template

EMPLOYEE INFORMATION	
Employee Name	**Job Title**
Manager Name	**Plan Period** From: / / To: / /

DAYS 1 - 30

FOCUS: Learning

PRIORITIES:

- Understand the company's mission, growth plan, and product
- Learn the existing procedures and tools

GOAL	FOCUS	METRIC
Complete new-hire onboarding and product training	☑ Learning ☐ Performance ☐ Personal	All modules in your onboarding program are complete and all 3 product trainings are attended
Hold meeting with key stakeholders to gain understanding of goals and expectations	☐ Learning ☐ Performance ☑ Personal	Schedule and attend 1:1 meetings with each department manager and write 3 key objectives from each meeting
Review current procedures and become familiar with key workflows	☐ Learning ☑ Performance ☐ Personal	Successfully upload website content and schedule ad campaigns

DAYS 31-60

FOCUS: Contributing

PRIORITIES:

- Identify KPIs
- Update editorial style guidelines
- Implement content strategy

GOAL	FOCUS	METRIC
Perform content audit and identify marketing KPIs	☑ Learning ☐ Performance ☐ Personal	Identify and report 5 KPIs for the marketing team
Build a style guide	☑ Learning ☐ Performance ☐ Personal	Develop and write a comprehensive brand style guide to communicate brand voice and audience persona
Create a content strategy for the next 6 months	☐ Learning ☑ Performance ☐ Personal	Content strategy will include a content calendar, SEO plan, and distribution plan for the next 6 months of content

DAYS 61-90

FOCUS: Executing

PRIORITIES:

- Build writer pipeline
- Produce content
- Test distribution channels

GOAL	FOCUS	METRIC
Source and onboard freelance writers	☐ Learning ☑ Performance ☐ Personal	Onboard 3 freelance writers and set working cadence to produce content
Create content briefs	☐ Learning ☑ Performance ☐ Personal	Write and distribute comprehensive content briefs for first 3 blogs
Publish content	☐ Learning ☑ Performance ☐ Personal	Publish content scheduled on the content calendar and distribute across brand channels
Assess distribution channels	☑ Learning ☐ Performance ☐ Personal	Create a report to present data assessing content performance and distribution effectiveness.

RESOURCES

- Employee onboarding checklist
- Company Handbook
- Hubspot Training Modules
- SEMRush SEO tools

ACKNOWLEDGEMENT

I acknowledge that I have had the opportunity to discuss this performance evaluation with my manager/supervisor and I have received a copy of this evaluation.

Employee Signature: Date:

Reviewer Signature: Date:

To access your customizable form, download here and make a copy.

About Omni

Omni is an all-in-one HR management software on a mission to help modern companies build engaged, high-performing teams. Most HR teams and managers end up managing part (or all) of their people processes manually and losing valuable time syncing data across different teams and disjointed systems.

With Omni's customizable onboarding feature managers can design employee onboarding checklists, set 30-60-90 day goals and KPIs, track employee progress, and even send automated reminders to ensure employees are fully onboarded.

Omni is creating a customizable all-in-one HR solution that adapts to how companies operate. We want to help organizations streamline their entire employee management lifecycle and turn complex, manual processes into intuitive, automated workflows.

With Omni, HR managers and business owners can free up valuable time to focus on what matters most for their business.

To see Omni in action, schedule a product tour, or visit us at https://omnihr.co/.

Book a demo