

Talent Lifecycle 30-60-90 Day Plan Template

A structured ramp-up plan that aligns employee performance, development, and engagement from Day 1 to Day 90.

Phase	Focus Area	Key Actions	Manager/HR Support	Success Indicators
First 30 Days	Orientation & Cultural Integration	<ul style="list-style-type: none"> - Welcome onboarding session - Introduction to mission, values, product - Meet team & key stakeholders - Setup tools & systems access 	<ul style="list-style-type: none"> - Assign buddy/mentor - Share onboarding checklist - Run a "First 30 Days" review 	<ul style="list-style-type: none"> ✓ Employee completes onboarding tasks Feels included and aligned with company values
	Role Understanding	<ul style="list-style-type: none"> - Review job responsibilities - Intro to OKRs & KPIs - Observe shadow sessions 	<ul style="list-style-type: none"> - Conduct goal-setting kickoff - Share previous team results 	Employee understands their role and immediate expectations
Days 31-60	Goal Alignment & Early Performance	<ul style="list-style-type: none"> - Draft SMART goals - Participate in team projects - Submit first deliverables 	<ul style="list-style-type: none"> - Provide weekly 1:1 feedback - Mid-point review on progress 	<ul style="list-style-type: none"> Initial goals set and reviewed Begins contributing to team output
	Learning & Development	<ul style="list-style-type: none"> - Start L&D modules - Request access to upskilling tools - Join internal sessions 	<ul style="list-style-type: none"> - Share curated learning paths - Encourage questions and experimentation 	<ul style="list-style-type: none"> Active engagement in learning ✓ Shows skill growth and initiative

Days 61–90	Ownership & Growth Path	<ul style="list-style-type: none"> - Lead a small project - Collaborate cross-functionally - Submit performance self-review 	<ul style="list-style-type: none"> - Initiate career development conversation - Set 90-day performance review 	<p>✓ Demonstrates ownership</p> <p>Begins creating impact beyond immediate tasks</p>
	Career Development & Retention Plan	<ul style="list-style-type: none"> - Define long-term interests - Identify internal growth paths - Get feedback from mentor 	<ul style="list-style-type: none"> - Suggest stretch assignments - Discuss internal mobility pathways 	<p>Employee has a roadmap for growth</p> <p>✓ Manager confident in long-term fit</p>