



# 30-60-90 Onboarding Plan

GUIDE

# HR's Role in Onboarding

**Effective onboarding ensures new employees feel welcomed, supported, and ready to contribute to the team.**

*These preparations ensure a **smooth and welcoming start** for the new employee!*



## **Before a new employee starts, an HR professional:**

- Prepares essential documentation, which includes the employment agreement, tax forms, and policy documents.
- Confirms compensation details.
- Enters the new hire into the payroll system.
- Prepares the benefits enrollment packet.
- Organizes the orientation and training process, which involves developing an

orientation schedule, preparing training materials, and assigning a mentor to the new employee.

- Sends the new hire a welcome email with first-day details.
- Informs the team about the new hire's arrival.
- Completes any required background checks and verifies work authorization documents.

## **During the onboarding process, an HR professional:**

- Welcomes the new employee and introduces the company's mission, values, and culture.
- Gathers necessary documents.
- Explains company policies.
- Ensures all paperwork is completed and signed.

## **HR also supports the new hire by:**

- Ensuring their workspace is ready with all necessary equipment.
- Setting up email accounts and granting access to the required software and systems.
- Scheduling orientation and job-specific training sessions to help the new employee understand their responsibilities and get familiar with the tools and processes they'll use daily.
- Explaining the compensation structure and benefits options and assisting with enrollment in health insurance and retirement plans.
- Reviewing important company policies and procedures, such as time tracking and expense reporting.

These steps set the foundation for a positive start and help the new hire understand their role and the company environment. Regular check-ins are scheduled to address any concerns and gather feedback on the onboarding experience, allowing HR to make improvements to the process.

# A Manager's Role in Onboarding

## During the onboarding process, the manager:

- Plays a crucial role in ensuring the new employee integrates smoothly into the team and understands their specific role.
- Provides a detailed overview of the job and explains the key responsibilities and expectations.
- Outlines the goals and objectives for the first few months and helps the new hire understand what success looks like in their position.
- Introduces the new employee to their team members and key contacts within the department.
- Arranges for a series of meetings or one-on-ones with team members to foster relationships and facilitate collaboration. These help the new employee understand how their role fits within the team and the broader organization.
- Provides hands-on training specific to the new hire's tasks and responsibilities.
- Ensures the new employee has access to the necessary tools and resources to perform their job effectively.
- Schedules regular check-ins to monitor progress, provides feedback, and addresses any questions or challenges the new hire might face. This helps the new employee feel confident and supported as they settle into their role.



# The Importance of the Onboarding Process

**A well-organized onboarding process is crucial for integrating new employees smoothly and effectively into your organization.**

To make the onboarding process even more efficient, we provide a 30-60-90 onboarding plan template you can download and use. This template breaks down the first three months of a new hire's journey, offering a clear structure to set goals for each stage.

By following this plan, you can ensure that both HR and line managers have a consistent framework to help new employees acclimate and succeed. The 30-60-90 day plan simplifies the onboarding process, making it easier for everyone involved to stay organized and focused on supporting new team members. Download the template and customize it to fit your organization's specific needs, streamlining the integration of new hires.



Download the 30-60-90  
Onboarding Plan Template

