



Roadmap to Your First 90 Days as an HRBP

GUIDE

Introduction

As you step into your new role as an HR business partner (HRBP), it is essential to begin your journey correctly. This guide is a roadmap for your first 90 days in the role and provides an overview of the activities you need to complete to set yourself up for success.

Take into account that organizations are different, so you might have to add or remove some of the activities or adjust the time frames in which you complete them. If you are entirely new to the organization, make sure to first complete the general onboarding activities before diving into this guide.

- 1 Phase 1:** Build your foundations.
- 2 Phase 2:** Deliver quick wins and establish ways of work.
- 3 Phase 3:** Determine your focus for the future.

Phase 1: Build Your Foundations

The first phase of this roadmap typically occurs in the **first 30 days** of the onboarding period. It focuses on identifying and meeting your key stakeholders, listening to their needs, and determining their main priorities.

Do

- Remember that HR colleagues are also stakeholders. Make sure that you meet them during your first 30 days, as they will be an important source of information and support.
- Clarify any questions or concerns you may have.
- Schedule time with stakeholders proactively; don't wait for them to send you meeting invitations first.
- Ask to be included in key business meetings to listen in.



Don't

- Commit to anything at this stage. It can be difficult, but you need to understand the bigger picture and the urgent and important areas to address before promising anything to anyone.
- Criticize too quickly. There are always reasons and history for how things are, so instead, try to understand what has happened to inform the current status quo in this phase.

● Activity 1: Meet your stakeholders

Identify your key stakeholders.

As an HRBP, you partner with a variety of stakeholders. Map your stakeholders according to their levels of influence and impact to ensure that you are clear on the key roles and players in the organization. Be careful not to list everyone as high impact with high influence. This can cause the common mistake of spreading yourself too thin. You can always amend your map later.

Download the [Stakeholder Management Template](#)  to keep track of primary, secondary, and key stakeholders as well as their attitudes and objectives. If you need guidance on how to identify your stakeholders, download the [Stakeholder Management Playbook](#)  first.

Conduct the initial meetings.

Set up introductory meetings with your key stakeholders to understand their role, expectations of you as their HRBP, and current priorities. Use questions such as “What keeps you up at night?” “What does success look like?” and “What do you expect from your HR business partner?” In this phase, listen carefully to understand your stakeholders’ needs rather than committing to any activities.

Build relationships.

Once you have met, you should set up an agreed-upon cadence of meetings with your stakeholders. These can include attending their business meetings, having regular one-on-one check-ins, and attending quarterly strategy review meetings. Download the [HRBP Guide to Building Credible Relationships](#)  for a step-by-step approach to developing strong connections.

Do

- Seek out sources of information such as intranets, shared drives, and existing documents that help you understand priorities.
- Ask for meeting schedules and forums that your colleagues and stakeholders attend.

Don't

Be afraid to say no. If you believe something is impossible, push back respectfully and let stakeholders help you prioritize what needs to happen first.

● Activity 2: Identify your priorities

Understand organizational goals.

Gain a clear understanding of the organization's short-term and long-term goals. These will inform your initiatives.

Determine your responsibilities.

Once you have met with your stakeholders, it is important to prioritize the most important or high-risk work. Use a prioritization matrix to highlight the most important tasks to complete first. An Eisenhower matrix or Impact/Effort matrix can help you map the “low-hanging fruit” and immediate concerns. You want to focus on the low-effort or high-impact initiatives and the urgent and important points.

Agree on short-term goals with stakeholders.

Using your prioritization matrix, ensure you agree with your stakeholders on the first priorities. Do not be afraid to push back here and say that some tasks will only become a focus later. Be careful not to overcommit during this stage.

● Activity 3: Understand your current ways of work

Understand communication needs.

Identify the communication needs and preferences of different employee groups, as well as your stakeholders.

Assess the current communication channels.

Review existing communication channels and their effectiveness. Ensure that you have clear communication channels for all stakeholders and note down areas for improvement.

Phase 2: Deliver Quick Wins and Establish Ways of Work

This phase is typically **within 31–60 days** of your onboarding and focuses on identifying and implementing changes to accomplish quick wins and set yourself up for success in the upcoming months by creating structures around how you work.

Do

- Confirm these quick wins and align with your stakeholders.
- Clarify and ask questions about the purpose of projects and initiatives. As you are new to the role, questions are expected; ask them sooner rather than later.

Don't

- Take on too much too soon. A few initiatives are great; too many could cause you to lose focus, halt progress, and affect your credibility.
- Be afraid to stop things you've identified as redundant or ineffective. You may inherit processes or projects that no longer serve a purpose. Don't be reluctant to stop or adjust them to improve efficiency and impact.

● Activity 1: Deliver quick-win activities

Deliver defined priorities.

Start working on the activities identified during your first 30 days. Try to balance quick-win activities that are fast and show value quickly while starting to work on important, longer term priorities.

Get the basics right.

You need to ensure that policies, technology, and data are correct. These are basics that could pull you down in the future if they aren't there or a good fit for your organization. At this stage, try to understand what is already in place and how effective those elements are.

● Activity 2: Understand the tools and available data

Audit your existing policies.

A good starting point is to audit your current policies to determine what is in place, how effective they are, and how well they are understood.

Dive into HR data.

Determine what HR data is available and start building a basic dashboard aligned with your priorities. As a starting point, you should consider including information such as current employee turnover, talent vacancies, and open labor cases.

Understand systems.

Familiarize yourself with the HR information systems and data management tools in use. Ensure that you have access to all relevant systems.

● **Activity 3: Set up your ways of work**

Develop your HR calendar.

Develop a high-level view of your HR calendar to show when key activities need to be completed and aligned to the annual cycle. You should include performance, remuneration, and talent activities within your calendar.

Structure your own time.

Protecting your time is important. Make sure that you book time to get your work done per the meetings and rhythms you agreed upon with your stakeholders.

Establish routines.

Set up daily and weekly routines for key HR tasks and responsibilities and regular meetings and updates with stakeholders.



Phase 3: Determine Your Focus for the Future

This phase generally occurs during the **last 30 days** of the onboarding period. It is where you will show the success of your current initiatives and plan for the future.

Do

- Start with simple dashboards that you can mature over time.
- Insist on regular meetings with your stakeholders.
- Be prepared to ask for the resources you need to execute your initiatives.
- Involve your stakeholders when completing the HR canvas.

Don't

Be hesitant to say no to certain initiatives or to confirm that stakeholders know what you expect of them.

● Activity 1: Set up monitoring and tracking of HR initiatives

Implement regular updates.

Establish a routine for regular updates to employees on HR initiatives, changes, and important information.

Continuously improve.

Establish a cycle of continuous improvement based on data-driven insights. Adjust routines based on data insights to improve efficiency and effectiveness.

Develop dashboards and communicate progress.

Create dashboards and reports to track key HR metrics and share insights with stakeholders and the broader organization.

Integrate data.

Integrate HR data with broader organizational data to provide a comprehensive view of business performance.

● Activity 2: Finalize your strategy for the future

Analyze data.

Analyze the collected data to identify trends, patterns, and areas for improvement to identify future priorities.

Identify priorities.

Work with your stakeholders to identify longer-term priorities and the resources required to deliver on the related initiatives.

Agree on key success metrics with stakeholders.

Create distinct success criteria to measure the success of your initiatives.

Set milestones.

Establish clear milestones and timelines for your future initiatives.



Final Tips

Follow these final tips to ensure a successful start to your HR business partner journey.



Ask for the organizational chart.

This is a great way to get a quick overview of the stakeholders in the business.



Access the intranet or shared drives for documentation.

People often forget to share information, so this is a good place to find the basics.



Meet with all your HR colleagues proactively.

Reach out from your side to understand who they are and where they fit. The business stakeholders are important, but you also need to build good HR allies.



Don't try to change everything immediately.

Stakeholders will use their initial time with you to complain about what is not working. Remember you cannot change everything at once, so it is important to first listen and identify priorities and then start to change things.



Take care of yourself.

You also need to take time for your own wellbeing. It can be overwhelming to start in an HRBP role, and it is important that you take time to reflect, make sense of what is expected of you, and tackle the activities in the right way.



Celebrate—do not be afraid to tell stories of success.

This helps you build credibility with your stakeholders over time.



Always keep your word.

Even though it is important to always keep your word, it is imperative to build trust with your stakeholders during these initial stages.