New Employee Onboarding Plan

Name: Classification:

Supervisor: Date:

The purpose of this Onboarding Plan is to provide you with the support and guidance needed in order to be successful within your position. It addresses basic milestones I anticipate you will be able to meet within the prescribed timeframes as well as formal and informal training you will receive. It is important to note that the milestones provided below are intended to be approximate and can be adjusted accordingly. Meetings will be scheduled on or around the conclusion of the 30, 60, and 90-day marks to discuss your progress if you need more assistance or support, etc.

|  |  |
| --- | --- |
| **30-day milestone: concept or task** | **learned or completed** |
| Managers/Supervisors should list basic tasks, concepts, or knowledge they expect their new hires to be aware of or exposed to (not master) within the first 30 days |
|  | [ ] YES [ ]  NO |
|  | [ ] YES [ ]  NO |
|  | [ ] YES [ ]  NO |
| 1.
 | [ ] YES [ ]  NO |
|  | [ ] YES [ ]  NO |
|  | [ ] YES [ ]  NO |
|  | [ ] YES [ ]  NO |

[ ] [ ] [ ] [ ] [ ] [ ] [ ] [x]

|  |  |
| --- | --- |
| **60-day milestone: concept or task** | **learned or completed** |
| Managers/Supervisors should list more complex tasks, concepts, or knowledge they expect their new hires to be aware of or exposed to by the 60 day mark |
|  | [ ] YES [ ]  NO |
|  | [ ] YES [ ]  NO |
|  | [ ] YES [ ]  NO |
| 1.
 | [ ] YES [ ]  NO |
|  | [ ] YES [ ]  NO |
|  | [ ] YES [ ]  NO |
|  | [ ] YES [ ]  NO |

|  |  |
| --- | --- |
| **90-day milestone: concept or task** | **learned or completed** |
| Managers/Supervisors should continue to list more complex tasks, concepts, or knowledge they expect their new hires to be aware of or exposed to by the 90 day mark |
|  | [ ] YES [ ]  NO |
|  | [ ] YES [ ]  NO |
|  | [ ] YES [ ]  NO |
| 1.
 | [ ] YES [ ]  NO |
|  | [ ] YES [ ]  NO |
|  | [ ] YES [ ]  NO |
|  | [ ] YES [ ]  NO |

Formal Training to Be Received:

Managers/Supervisors should list applicable courses that will assist their new hire in being successful within the classification.

|  |  |
| --- | --- |
| **course title** | **anticipated date of completion (based on availability)** |
|  |  |
|  |  |
|  |  |
| 1.
 |  |

Informal Training to Be Received:

|  |  |
| --- | --- |
| **concept or task** | **completed** |
| Examples of concepts or tasks include how to properly enter attendance, request help desk assistance, use your department’s training and service request systems, maneuver through your department’s Intranet, and/or anything else specific to your unit/service area.  | [ ] YES [ ]  NO |
|  | [ ] YES [ ]  NO |
|  | [ ] YES [ ]  NO |
|  | [ ] YES [ ]  NO |
|  | [ ] YES [ ]  NO |
|  | [ ] YES [ ]  NO |

Resources to Consult with Questions/Concerns:

(Insert names of lead staff, people with the most experience with a particular type of task, etc.—anyone who could assist the new staff in meeting these milestones)