New Starter 1:1 Plan (30/60/90 Days)

The first 90 days are the most critical period for a new team member. Your 1:1s during this period build trust, accelerate integration, surface early struggles, and set the tone for your relationship. Use this plan to be intentional about every conversation.

The principle: Onboarding is not an HR process, it's a leadership responsibility. The manager who invests deeply in the first 90 days creates the conditions for 3+ years of strong performance.

NEW STARTER DETAILS

NAME

ROLE

START DATE

WHAT I KNOW ABOUT THIS PERSON'S BACKGROUND, STRENGTHS, AND WHAT THEY NEED TO SUCCEED:

WEEK 1: SETTLING IN (DAILY OR EVERY OTHER DAY)

The first week is overwhelming for everyone. Your goal is warmth, clarity, and safety, not performance.

- [ ] Made them feel genuinely welcome, beyond admin and induction
- [ ] Explained how the team works, what we value, and how we communicate
- [ ] Introduced them to key colleagues (with context, not just names)
- [ ] Set clear expectations for the first 30 days
- [ ] Asked: "What do you need to feel set up for success?"
- [ ] Checked in on how they're finding it, genuinely, not as a formality

WEEK 1 OBSERVATIONS AND NOTES:

30-DAY 1:1: LEARNING & CONNECTION

By 30 days, the new starter should be comfortable in their role and beginning to contribute. Focus on learning, relationships, and early wins.

DATE OF 30-DAY 1:1:

How are you finding it? What's gone well? What's surprised you?

What are you still finding confusing or unclear?

What relationships have you built? Who else do you need to connect with?

How is the workload and pace? Is anything overwhelming?

SUPPORT I WILL PROVIDE BEFORE THE 60-DAY CHECK:

60-DAY 1:1: PERFORMANCE & DEVELOPMENT

By 60 days, expectations should be clear and performance beginning to show. Focus on strengths, development, and contribution.

DATE OF 60-DAY 1:1:

What are you contributing that you're most proud of?

What are you finding hardest? Where would more support help?

What are you learning? What do you want to develop further?

Do you feel you belong here? What would make you feel more at home?

OBSERVATIONS ON PERFORMANCE AND DEVELOPMENT SO FAR:

90-DAY 1:1: CONFIDENCE & CLARITY

By 90 days, the new starter should be fully integrated and performing in role. This conversation looks forward as much as back.

DATE OF 90-DAY 1:1:

How far have you come in 90 days? What are you most pleased about?

What do you want to be doing differently or more of in the next 90 days?

What are your development goals for the next 6 months?

How can I best support you going forward?

AGREED GOALS AND DEVELOPMENT PLAN FOR NEXT 90 DAYS:

Want help putting this into practice?

Growth Performance builds the human advantage in an AI-driven world, with people, teams and leaders.

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