

Your first 90 days action plan: A practical guide to helping new employees settle, contribute and succeed

Congratulations, you've welcomed a new employee to your team.

Starting a new role can be exciting, but it can also feel overwhelming. New starters are learning unfamiliar systems, processes, people and expectations all at once.

The good news is that successful onboarding isn't about helping someone become fully productive overnight. It's about creating the right environment for them to learn, build confidence and develop trust over time.

This 90-day action plan gives employers practical things to focus on at key points during a new employee's first three months.

Good luck!

Day 1: Set them up for success

A new employee's first day is likely to involve a huge amount of information.

While it can be tempting to cover everything, your priority should be helping them understand how the team works, what's expected of them and where they can go for help when they need it.

Remember: people rarely remember everything from their first day. What matters most is helping them feel welcomed, supported and clear about their next steps.

Focus on...

Making them feel welcome

Introduce them to key colleagues, explain team dynamics and help them feel included from the outset.

Setting clear expectations

Explain what success looks like during their first few weeks and what you'd like them to focus on first.

Providing practical guidance

Make sure they know how to access systems, resources, policies and support.

Creating psychological safety

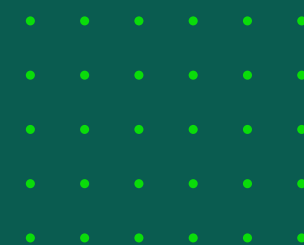
Reassure them that questions are expected and that nobody expects them to know everything immediately.

A useful question to ask on your first day

What would help you feel most confident about getting started?

Top tip:

Avoid information overload. Focus on what they need to know today, not everything they'll need to know eventually.



Your day 1 check-in

Three things they've learned so far:

Have they connected with a colleague or 'buddy':

One area they still feel unsure about:

Something they've enjoyed:

Day 2-7: Help them learn

During the first week, your role is to help your new starter build understanding and confidence.

While they will naturally have questions, they may also be worried about asking too many. Regular check-ins can help identify concerns before they become barriers.

By day 7, aim to:

Help them understand how the team operates

Explain key deadlines, meetings, workflows and priorities.

Show them where information lives

Introduce process documents, shared folders, templates and other useful resources.

Explain your preferred ways of working

Clarify communication channels, expectations and how they'll receive support.

Connect their role to the bigger picture

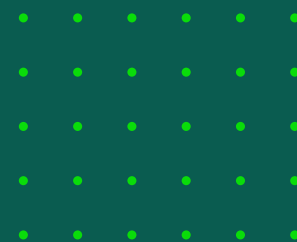
Help them understand how their work contributes to wider team and organisational goals.

Encourage relationship building

Create opportunities for them to get to know colleagues across the business.

Schedule a meaningful first-week review

Provide reassurance, answer questions and discuss what's going well and where more support is needed.



How to support good questions

When an employee asks for help:

1. Encourage curiosity

Make it clear that questions are welcomed and expected.

2. Coach, don't always solve

Guide them towards answers rather than immediately providing them.

3. Recognise effort

Acknowledge when they've attempted to work through a problem independently.

4. Build confidence gradually

Give support where needed while encouraging growing independence.

Your day 7 check-in

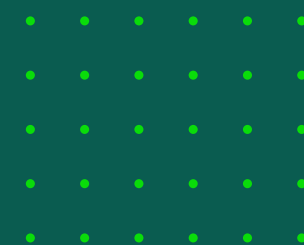
One thing they're becoming more confident with:

A question they've raised that shows good thinking:

One area where they still need support:

One thing you'd like them to focus on during the next few weeks:

A strength you've already noticed:



Day 8-30: Build confidence and trust

By the end of the first month, your employee should be moving beyond simply learning the basics.

This is a key period for building trust. Employees develop confidence when they feel supported, receive useful feedback and experience early successes.

By day 30, aim to be:

Providing regular feedback

Recognise what's going well and address development areas early and constructively.

Giving appropriate responsibility

Assign meaningful work that helps them develop without becoming overwhelmed.

Checking understanding

Don't assume silence means confidence. Regularly explore what they understand and where they need support.

Encouraging ownership

Help them take responsibility for tasks while knowing support is available when needed.

Your day 30 check-in

Something they're doing more confidently now:

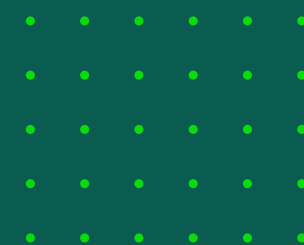
A development area you've identified together:

Something they still need support with:

Something they've done particularly well:

The most useful feedback you've provided:

One priority before day 60:



Day 31-60: Encourage ownership

As your employee enters their second month, they should have a better understanding of their role, colleagues and responsibilities.

Now is the time to encourage greater independence while continuing to provide support and guidance. Employees often develop confidence fastest when they're trusted to take ownership of tasks and contribute ideas.

By day 60, aim to be:

Increasing responsibility gradually

Look for opportunities to hand over ownership of recurring tasks or projects.

Encouraging independent thinking

Ask for suggestions and solutions, not just updates on problems.

Supporting decision-making

Help them understand the reasoning behind processes and priorities.

Providing stretch opportunities

Offer experiences that broaden their skills and confidence.

Recognising progress

Highlight how far they've come since day one.

Continuing honest conversations

Provide balanced feedback and create opportunities for two-way discussion.

Facilitating learning from colleagues

Encourage collaboration, mentoring and knowledge sharing within the team.

Now's the time to discuss any concerns

By the midway point of probation, both employer and employee should have a clear understanding of what is working well and what may need attention. Addressing concerns early creates opportunities for improvement and helps avoid surprises later.

Your day 60 check-in

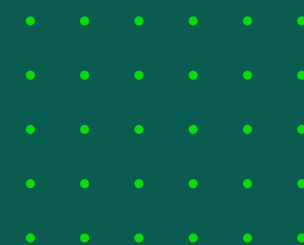
Something they can now do independently:

An area where they need more experience:

A responsibility they've successfully taken ownership of:

One goal before day 90:

Feedback they've acted on well:



Day 61-90: Review progress and look ahead

Think back to your employee's first day.

Over the past three months they've developed new skills, built relationships and gained a deeper understanding of their role and organisation.

This is an opportunity to recognise progress, reflect on learning and discuss future development.

By day 90, aim to:

Hold a meaningful progress conversation

Review achievements, strengths and areas for development.

Evaluate the onboarding experience

Ask what helped them most and what could have been improved.

Recognise accomplishments

Acknowledge contributions, progress and milestones achieved.

Agree development priorities

Identify the skills, experiences and knowledge they should focus on next

Explore future opportunities

Discuss projects, responsibilities or learning opportunities that will support continued growth.

Set clear goals

Agree objectives for the next three to six months.

Your 90 day check-in

Three things they can do now that they couldn't do on day 1:

The feedback that made the biggest difference:

A challenge they've overcome:

Something you're particularly proud of:

A strength they should continue building:

An area they'd benefit from developing further:

A development opportunity to explore next: