

30-60-90 Day Plan Template

Setting effective goals will help you align your team's work, set expectations, and ultimately create a guide for one-on-one meetings and performance conversations.

When onboarding a new employee, a 30-60-90 day plan empowers hiring managers to set clear expectations, benchmark performance, and ensure new hires deliver value within their first few months. It also gives managers an incentive to do right by their employees and set them up for success.

Keep in mind each time period will have three types of goals:

- **Performance Goals:** Realistic, quantifiable, and focused goals that show they're doing what you agree is expected.
- **Learning Goals:** Goals around what they'll need to learn in order to hit goals for this period.
- **Stretch Goals:** Goals that give them an above-and-beyond target for when they want to exceed expectations. Aim high!

On the following page, you'll find a 30-60-90 day worksheet you can use to help guide your new hire's plan.



Put this template into action

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Collaboration	72	84	88	98	84
Feeling valued	84	81	88	55	35
Team culture	70	80	98	80	81
Management	55	35	72	72	72
Commitment	84	72	98	80	70

Lattice ^{APP}
Public praise was submitted in Lattice
Adrian received public praise from Luc!
You handled that tough customer conversation today like a PRO! So glad to have you on the team!
...Wind, Carry Water

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Not at all like

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30 Days

(Evaluation deadline date)

What your new employee will need to learn/evaluate in this early time period.

60 Days

(Evaluation deadline date)

How your employee will begin digging into their new role and start contributing

90 Days

(Evaluation deadline date)

The ways your employee will be proactive to take on new initiatives and projects that'll help them stand out.

Performance Goals

Learning Goals

Stretch Goals