



Meritage

30-60-90 Day New Hire Success Plan

**A Framework for Strengthening
Engagement, Belonging, and Early
Performance**





Introduction

Retention challenges can be traced to poor onboarding.

The experiences new hires have during their first 90 days often determine how connected, engaged, and successful they become long-term. Organizations that treat onboarding as a strategic experience—not simply an administrative process—improve retention, accelerate productivity, and strengthen culture.

Strong onboarding experiences:

- reinforce the promises made during recruiting
- create clarity and confidence
- help employees feel connected and valued
- align individual contributions with business goals
- establish strong manager relationships early

This template is designed to help managers and organizations create intentional onboarding experiences that improve both engagement and long-term retention.

How to Use This Template

This template should be completed collaboratively by:

- the hiring manager
- the new hire
- HR or talent partners (if appropriate)

The plan should:

- evolve as priorities shift
- be reviewed regularly
- focus on both performance and engagement
- reinforce organizational culture and business goals



Employee Information

Employee Name	
Role Title	
Department	
Manager	
Start Date	

First 30 Days – Learn, Connect & Build Confidence

Primary Goal:

Help the employee understand the organization, build relationships, and feel connected to the mission and culture.

Focus Areas

- Learn the organization’s mission, values, and culture
- Build relationships with team members and stakeholders
- Understand role expectations and priorities
- Gain familiarity with systems, tools, and workflows
- Begin building confidence and belonging

Understanding the Business

Topic	Complete
Organizational mission and goals reviewed	<input type="checkbox"/>
Business model explained	<input type="checkbox"/>
Customer impact discussed	<input type="checkbox"/>
Department goals reviewed	<input type="checkbox"/>
Role contribution to business outcomes clarified	<input type="checkbox"/>



Reinforcing the Employer Value Proposition

Use this section to ensure the employee experience aligns with the promises made during the recruiting process.

Question	Notes
What attracted the employee to the organization?	
Which promises made during recruiting should be reinforced early?	
What aspects of the culture or experience should be intentionally demonstrated?	
What could create a disconnect between expectation and reality?	

30-Day Priorities

Priority	Success Measure	Support Needed



Relationship Building

Identify key individuals the new hire should connect with during the first 30 days.

Name	Role	Purpose of Connection

Early Win Opportunities

Early wins help build confidence, engagement, credibility, and momentum.

Opportunity	Expected Outcome	Timeline

Manager Check-In Questions

Use during weekly conversations.

- What feels clear so far?
- Where do you still feel uncertain?
- What has been most helpful during onboarding?
- What barriers are slowing you down?
- Do you feel connected to the team and organization?
- What would help you feel more successful right now?



Days 31-60 – Contribute & Grow

Primary Goal:

Increase ownership, contribution, and confidence.

Focus Areas

- Begin contributing more independently
- Strengthen cross-functional relationships
- Deepen understanding of business priorities
- Apply learning in real work situations
- Receive consistent coaching and feedback

60-Day Priorities

Priority	Success Measure	Support Needed

Development & Feedback

Development Area	Action Plan	Manager Support



Midpoint Reflection Questions

For the New Hire:

- What has gone well so far?
- What challenges are you experiencing?
- What additional support would help you succeed?
- Do expectations feel realistic and clear?
- Do you feel connected to the organization’s mission and culture?

For the Manager

- Is the employee progressing appropriately?
- Are expectations aligned?
- Are there engagement or confidence concerns?
- What strengths are emerging?
- What support or coaching is still needed?

Days 61-90 – Ownership & Impact

Primary Goal:

Strengthen performance, accountability, and long-term engagement.

Focus Areas

- Operate more independently
- Demonstrate role competency
- Contribute to team and business goals
- Build long-term development plans
- Increase confidence and engagement

90-Day Priorities

Priority	Success Measure	Support Needed



Long-Term Success Discussion

Use this section to discuss future growth and engagement.

Discussion Topic	Notes
Career interests	
Learning & development goals	
Preferred feedback style	
Long-term opportunities	

Manager Responsibilities Checklist

Managers play a critical role in retention and early engagement.

Responsibility	Complete
Conducted pre-start outreach	<input type="checkbox"/>
Established first-week expectations	<input type="checkbox"/>
Held regular check-ins	<input type="checkbox"/>
Introduced key stakeholders	<input type="checkbox"/>
Reinforced organizational values and culture	<input type="checkbox"/>
Provided regular coaching and feedback	<input type="checkbox"/>
Discussed growth and development opportunities	<input type="checkbox"/>
Created opportunities for early success	<input type="checkbox"/>



New Hire Experience Checkpoint

At the end of 90 days, evaluate the onboarding experience.

Questions for the New Hire

- Do you understand what success looks like in your role?
- Do you feel connected to the organization and team?
- Have you received adequate support and feedback?
- Did the onboarding experience align with expectations created during recruiting?
- What could have improved your onboarding experience?
- What made the greatest positive impact?

Common Onboarding Mistakes

Organizations often unintentionally:

- overload new hires with information
- focus only on forms and compliance
- fail to establish clear expectations
- leave onboarding entirely to HR
- neglect manager accountability
- fail to reinforce culture and employer brand
- treat onboarding as a one-time event instead of an ongoing experience

Strong onboarding experiences prioritize:

- connection
- communication
- clarity
- consistency
- coaching
- belonging

Quick Tips for Managers

Build Belonging Early

Connection matters as much as competency.

Reinforce Recruiting Promises

Ensure the employee experience matches the expectations created during hiring.

Clarify Priorities Frequently

Do not assume expectations are obvious.

Create Early Wins

Small successes accelerate confidence and engagement.

Communicate Consistently

Frequent feedback and check-ins strengthen retention.



NEED HELP IMPROVING NEW HIRE RETENTION?

Meritage Talent helps organizations design onboarding and early success strategies that improve retention, accelerate productivity, and strengthen employee engagement.

[Book a free one-hour consultation](#) to discuss your onboarding strategy and opportunities for improvement.

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