Your First 90 Days:

A Values–Driven Onboarding Roadmap

A thoughtfully structured onboarding journey turns orientation into *integration*. Here's a sample framework to support success, connection, and purpose every step of the way.

Days 1—30: Welcome & Belonging

Goals:

- Build trust and personal connection

- Understand organizational mission, values, and structure

- Clarify role expectations and key responsibilities

Key Actions:

- Warm team welcome (emails, intro meetings, buddy assignment)

- Mission and values immersion (staff reflections, videos, storytelling)

- Technology setup and training

- First-week check-in with supervisor

- Begin regular one-on-one meetings

- Initial HR and benefits review

✨ *Focus on relationship-building and cultivating a sense of community from day one.*

Days 31—60: Confidence & Contribution

Goals:

- Deepen understanding of role and workflows

- Start contributing to team projects

- Explore interdepartmental collaboration

Key Actions:

- Shadow colleagues in adjacent roles

- Begin owning small tasks or projects

- Participate in team/staff meetings with a speaking role

- Receive first round of feedback and coaching

- Review performance goals with supervisor

- Introduction to strategic plan and how the role supports it

✨ *Emphasize empowerment, clarity, and early wins that affirm the employee's value.*

Days 61–90: Impact & Integration

Goals:

- Demonstrate growing confidence and independence

- Strengthen alignment with team and organizational culture

- Reflect and plan ahead

Key Actions:

- Lead a team update or present a small project

- Participate in organizational learning or training session

- Final 90-day check-in with HR and supervisor

- Two-way feedback session

- Identify professional development opportunities

- Celebrate milestones (first success, team contribution, onboarding completion)

✨ *Ensure the employee sees a clear path forward—grounded in purpose, supported by community.*

*Produced in part by ChatGPT on 4/15/2025 & written by Clare Krabill