

## First Month Employee Success Plan

Documenting and sharing pre-established goals for the first ninety days will create a foundation for success for your new hire. This plan can be used in conjunction with the employee’s performance plan (which should be completed within their first thirty days of work for staff), but it is not required. Helping the employee to experience a certain level of success in their first ninety days will encourage the employee to see themselves in a more positive light in their new role.

<b>Name:</b>		<b>Today’s Date:</b>	
<b>Position title:</b>		<b>Start Date:</b>	
<b>Top four position-specific knowledge/skills:</b>			
1.			
2.			
3.			
4.			
<b>First thirty days</b>			
Success looks like ...(What will the new employee have learned or done?)			
Others or I will help our new employee achieve success by...			
<b>First sixty days</b>			
Success looks like... (What will the new employee have learned or done?)			
Others or I will help our new employee achieve success by...			

**First ninety days**

Success looks like... (What will the new employee have learned or done?)

Others or I will help our new employee achieve success by...

**Additional goals and training**

Other goals for the new employee include...

Other team members or I will help our new employee achieve success with these goals by...

Specific training needs or action plans to achieve the goals are...