



ONBOARDING ACTION PLAN

The Onboarding Action Plan (OAP) is a roadmap for your success in your role.

Congratulations on your new role!

This document defines the bottom-line objectives, most frequently used systems and programs, and development for the first 90 days.



Created for:

Start Date:

Role:

Manager:

BOTTOM-LINE OBJECTIVES

Most important measures for success in this role for the first 90 days.

Goal 1: _____

Goal 2: _____

Goal 3: _____

MOST USED SYSTEMS AND PROGRAMS

The systems, programs and key contacts that will support success in the first 90 days.

Name	Description	Contact / Support

