



ONBOARDING ACTION PLAN

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

Start by defining the big wins with bottom-line objectives. Map out the most frequently used software and programs, then chart out individual activities and development for the first 90 days.

Please review and share this OAP with your employee on their first day. Leverage this plan at the end of their first week, at 30 days, and to support their 90-day review.



Created for: _____ **Start Date:** _____

Role: _____ **Manager:** _____

BOTTOM-LINE OBJECTIVES

What are the most important things that the employee will be measured on for success in their role? To set your employee up for success, limit this to 2 – 3 goals.

Goal 1: _____

Goal 2: _____

Goal 3: _____

MOST USED SYSTEMS AND PROGRAMS

What systems, programs, and key contacts will support your employee in their first 90 days? This section should be aligned with the employee's bottom-line objectives as well as help them establish key relationships.

Name	Description	Contact / Support

