



TEAM AND RESILIENCE

Team onboarding 30-60-90 plan

A 30-60-90-day plan for helping a new teammate understand the work, build confidence, form relationships, and take on responsibility gradually.

A practical worksheet from Stelaah

Use it, adapt it, and save it with the client work it supports.

HOW TO USE THIS

A new team member is joining a client-service environment.

WORK THROUGH THE CHECKLIST☐ **01 Set the first 30-day foundations**

☐ **02 Define 60-day practice goals**

☐ **03 Set 90-day ownership outcomes**

☐ **04 Name mentors**

☐ **05 Schedule feedback**

☐ **06 Review progress together**

Before you close this

Name one owner, one next action, and one date. A worksheet only helps when the next commitment is visible to the people doing the work.

Notes and decisions

Use this page to record what changes after you work through the checklist.

This practical workflow resource is not legal, financial, tax, or security advice. Adapt it to your team and circumstances.