DAYONE

CONFIDENT STARTS

# Employee Onboarding Plan

A 30-60-90 day onboarding plan aligning objectives, training, access, stakeholders, deliverables, and review checkpoints.

PREPARED FOR

Aperture Mobility

Northstar Systems · Mara Klein · 4 August 2026

**Document contents**

# Before day one

Confirm contract, equipment, access, workspace, welcome communication, schedule, buddy, and manager preparation.

| Document control | Detail |
|---|---|
| Owner | Mara Klein |
| Reference | NS-026-2026 |
| Effective date | 4 August 2026 |
| Status | Ready for review |

# First 30 days

Prioritize orientation, relationships, customer and product context, systems, mandatory training, and an early contribution. **Review record:** Assign the owner, evidence, dependencies, decision date, and next action.

# Days 31 to 60

Shift toward independent delivery, deeper capability, stakeholder ownership, feedback, and measurable role outcomes.

| Outcome | Evidence | Conversation | Next checkpoint |
|---|---|---|---|
| Days 31 to 60 | Observable example | Shared understanding | Confirm owner and date |
| Development | Agreed support | Feedback recorded | Review progress |

# Days 61 to 90

Confirm full responsibilities, sustained performance, improvement opportunities, development goals, and operating rhythm. **Review record:** Assign the owner, evidence, dependencies, decision date, and next action.

# Learning and access plan

Track systems, permissions, policies, products, processes, shadowing, training owners, and completion evidence. **Review record:** Assign the owner, evidence, dependencies, decision date, and next action.

# Review checkpoints

Schedule employee and manager check-ins, capture feedback, remove blockers, revise priorities, and confirm successful onboarding. **Review record:** Assign the owner, evidence, dependencies, decision date, and next action.