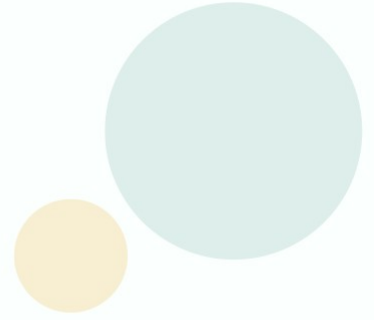




DAY ONE

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



Contents

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.

- Confirm the responsible owner and decision deadline.
- Record evidence, assumptions, and dependencies explicitly.
- Convert the agreed outcome into a trackable 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.

- Confirm the responsible owner and decision deadline.
- Record evidence, assumptions, and dependencies explicitly.
- Convert the agreed outcome into a trackable next action.

Learning and access plan

Track systems, permissions, policies, products, processes, shadowing, training owners, and completion evidence.

Outcome	Evidence	Conversation	Next checkpoint
Learning and access plan	Observable example	Shared understanding	Confirm owner and date
Development	Agreed support	Feedback recorded	Review progress

Review checkpoints

Schedule employee and manager check-ins, capture feedback, remove blockers, revise priorities, and confirm successful onboarding.

- Confirm the responsible owner and decision deadline.
- Record evidence, assumptions, and dependencies explicitly.
- Convert the agreed outcome into a trackable next action.