

# 30-60-90 day template

*Create your own copy from this document and mark items off the list. Add others based on your own goals and job requirements.*

## 30 Days:

Goal: Onboarding and getting the lay of the land.

- Go through the new-hire onboarding tasks.
- Set up your workstation and get required licenses, tools, and software.
- Do small tasks to get used to the process within the organization.
- Schedule 1:1s with your team, manager, skip levels.
- Attend all hands and other meetings to learn more about the company and people. Listen and absorb the information.
- Join employee resource groups if possible.

## 60 Days:

Goal: Contribute more and grow your network

- Engage with product managers and ask more questions about the roadmap.
- Start working on more complex tasks involving other teams/functions.
- Schedule more 1:1s with other people. Don't forget the more junior colleagues.

## 90 Days:

Goal: Be prepared to go on-call and start leveraging your knowledge

- Go through the on-call run books and understand how to debug production issues.
- Shadow other engineers in on-call rotation.
- Read incident reports to learn from them and ask clarifying questions.
- Participate in quarterly planning and attend roadmap planning sessions.
- Ask for feedback at the end of the 90 days and celebrate your accomplishments.

## Bonus activity

## 180 Days:

- Redo the new-hire onboarding tasks, such as educational videos. Now that you have some background, you'll notice that you're understanding things better and connecting more dots.