YOUR FIRST 90 DAYS: ACTION PLAN & CHECKLIST

TALENT NOVA

Why This Matters

Your first 90 days at a new job are your launchpad. It's your chance to **build trust, show value, and set the tone** for your future success.

A Pre-Start Prep (Before Day 1)

Complete paperwork
- Tax forms, direct deposit, ID, certifications.

Research the company
- Mission, values, services, key players.

Prepare logistics
- Commute plan or remote log-in, learn the dress code, and find tools.

B Week 1: Learn and Connect

Learn workplace norms
- Observe communication, meeting style, break times, team dynamics.

Build relationships
- Introduce yourself (in person or virtually).
- Join social channels or coffee chats.

Clarify expectations
- Meet with your manager.
- Ask: "What are key goals for my first 90 days?"
- Ask: "How is success measured?"

C Weeks 2–4: Show Initiative & Stay Organized

Take initiative
- Volunteer for small tasks or improvements.

Schedule a feedback check-in
- Ask: "Am I meeting expectations?"
- Ask: "What should I focus on next?"

Stay organized
- Use a planner, calendar, or task app.
- Track projects, deadlines, and follow-ups.

D Days 30-90: Build Momentum

Show your growth
- Apply feedback.
- Highlight impact or wins.

Build trust
- Be reliable, on time, consistent.

Create a growth plan
- Meet with your manager.
- Ask: "What's next for my growth here?"
- Ask: "How can I keep contributing?"

Bonus for Remote Workers

- Log in early and test tech.
- Keep camera on and engage actively.
- Schedule regular 1:1s and check-ins.

90-Day Goal Tracker Template

Goal	Action Step	Deadline	Outcome
Build relationships	Introduce myself to team	Week 1	Stronger collaboration
Clarify expectations	Meet with manager	Week 1	Clear role understanding
Demonstrate initiative	Volunteer for a project	Week 3	Show dedication & engagement
Seek feedback	Schedule a performance check-in	Week 4	Identify growth areas
Develop a growth plan	Discuss long-term goals with manager	Week 8-12	Pathway for development & impact