

First 90 Days Onboarding Template

A phased checklist and training sequence for new hires.

A new hire's first 90 days set the tone for retention. Use this template to structure onboarding into three clear phases rather than a single overwhelming first week.

Week 1 — Orientation

- ■ Facility tour, team introductions, and where everything lives
- ■ PIMS login setup and basic navigation walkthrough
- ■ Review job description, expectations, and 90-day goals together
- ■ Shadow a full shift with an experienced team member
- ■ Compliance paperwork, safety training, and required certifications on file

Days 8–30 — Building Competence

- ■ Begin taking on core responsibilities with direct supervision
- ■ Weekly 15-minute check-in with manager
- ■ Introduce practice-specific protocols and workflows
- ■ Confirm comfort level with PIMS for daily tasks

Days 31–60 — Increasing Independence

- ■ Reduce direct supervision as competence builds
- ■ Solicit early feedback: what's working, what's unclear
- ■ Pair with a mentor for less common scenarios

Days 61–90 — Full Integration

- ■ 30/60/90-day formal check-in and written feedback
- ■ Confirm role is fully staffed at expected independence level
- ■ Set goals for the next 90 days
- ■ Ask directly: what would make you want to stay long-term?