**What Does a 30-60-90 Day Business Plan Look Like?**

When a new employee joins a firm, both the business owner and the employee must make adjustments. The first 90 days of the new employee's tenure can be a trying time for both employer and worker. One method that both parties can use to smooth out the transition period is the development of a 30-60-90 day business plan. Business owners can determine the level of skill and preparation a new employee has when he presents his plan, while employees can show their understanding of the employer's needs.

**Purposes of the Plan**

Business owners use 30-60-90 plans developed by job applicants to determine which prospective employees have a firm grasp on the objectives of the new position. These plans show employers how the applicant can go from a promising prospect into a full contributor. The plans establish the goals the new employees expect to meet, their strategies for their first three months and the steps they plan to take to meet those goals.

**30 Days**

The 30-day portion of plan includes completion of introductory tasks. The employer reviews the prospect's plans for her first month on the job to see how she plans to adjust to the new company culture. The employer notes how the prospect plans to communicate with supervisors, follow company policies and learn about procedures and technologies. For instance, the employer would consider a new salesperson's 30-day plan to research the needs of current customers and discuss the capabilities of various product lines.

**60 Days**

While the first 30 days of the plan involve the "ramping-up" processes, the next 30 days describe how the worker takes what he has learned and applies it toward accomplishing the appointed tasks. The 60-day section shows the employer how the worker expects to contribute toward achieving the company's goals. As an example, a computer software company would examine how a programmer plans to spend the first 30 days learning the firm's technology, then study how he would spend the next 30 days on improving the firm's latest release.

**90 Days**

The 90-day section of the plan shows the employer the steps the workers will take from novice to leader. This section displays the initiatives the employee wants to demonstrate and how the company will benefit from those actions. Just as the first 30 days were about the employee learning the ropes and the second 30 days involved applying those lessons, the third 30-day period is when the employer sees the worker take a more proactive stance.