

ONBOARDING FOR SUCCESS

TIPS FOR THE FIRST 90 DAYS

1) Relationship building, relationship building, relationship building

Think of the 5-7 questions you want to ask all of the people you meet to learn more about priorities during the first 30-90 days. Meet as many people as you can, think of what you want to share about yourself, ask the questions you planned. Get to know people both personally and professionally. Share a little personally, too.

Example questions:

- How long have you been here? What advice do you have for someone new entering the company?
- What are your thoughts about this department? What are the strengths and areas of opportunity?
- What do you think are the priorities for me in this role?
- If you were me, what would you focus on first?

2) Current State Assessment

Take all of the feedback you have learned during your interview process and meeting people to get a deeper understanding on your specific priorities and what it is going to take to be successful in this role.

Areas to assess: People, Process, Technology

What are the strengths and areas of opportunity? What do you need more research on?

3) Every Friday, capture notes from all of your meetings

You're essentially creating a presentation focused on:

- Strengths of the organization
- The most important to do's
- Areas to continue to research
- Areas that strike you as needing changes or adjustments

4) Look for early wins that could make an immediate impact

5) Calendar/Time Management

For the first 30 days, the calendar is not your own - meaning you go where you are invited. It is also important to be proactive in asking for key meetings and events coming in the next 90 days that you should be aware of. At the 60 day mark, assess proactive time management relative to your identified priorities.

LET'S MAKE A PLAN.

I offer individual sessions to clarify your goals and create strategies to make your onboarding a success.



Email: christine@longviewconsultingllc.com
Cell: 860.906.4454
Website: whatsyourlongview.com

