



CRAFTING AN ENGAGING FIRST 90 DAYS

**Helping new hires thrive with
purpose and clarity**

#TheLotusGroup #TLGTips #TLGInsights





WHY THE FIRST 90 DAYS ARE CRUCIAL

The first 90 days are more than just onboarding—they shape how new hires perceive their roles, their teams, and the company. A structured plan ensures they feel confident, supported, and ready to contribute from day one.

When done right, an engaging plan builds momentum, reduces turnover, and sets the foundation for long-term success. So how can you make this plan work? Let's break it down.





TIP 1: DEFINE CLEAR OBJECTIVES FOR EACH PHASE

Break the 90 days into three segments: 30, 60, and 90 days. For each phase, outline specific, measurable objectives that align with both their role and team goals.

Example: First 30 days—learning systems and meeting stakeholders; by 90 days—delivering initial results tied to KPIs.





TIP 2 - TAILOR THE PLAN TO THE ROLE

Avoid a one-size-fits-all approach. Create role-specific plans that reflect the unique challenges and opportunities each new hire will face.

Example: A biostatistician hire might focus initially on reviewing company SOPs, while a developer could dive into code reviews or tools training.





TIP 3 - INCORPORATE MILESTONES TO TRACK PROGRESS

Add checkpoints at the 30, 60, and 90-day marks to review accomplishments and discuss adjustments. This ensures the plan stays flexible and responsive to their experience and needs.





TIP 4 - BUILD IN OPPORTUNITIES FOR FEEDBACK

Make feedback a two-way street. Schedule regular sessions for new hires to share their experiences while receiving actionable guidance to improve.

Pro Tip: Use surveys or feedback forms to gauge how well the plan supports them.





TIP 5 - ASSIGN MEANINGFUL WORK

Don't just assign tasks to fill time—ensure the work given to new hires is purposeful and connected to larger team or company goals. Meaningful work helps them see the impact of their contributions and fosters engagement while building their skills.

Pro Tip: Assign projects that align with their role and provide opportunities for learning and growth early on.





TIP 6 - INVOLVE IN MEANINGFUL ENGAGEMENT ACTIVITIES

Beyond tasks, include activities that integrate new hires into the company culture. Consider team lunches, cross-functional projects, or even informal coffee chats to foster connection.



TIP 7 - FOCUS ON EARLY WINS

Structure the plan to prioritize achievable wins. Early successes help build confidence and demonstrate their value to the team.

Example: Completing a small, impactful project in the first 60 days.





TIP 8 - ENSURE ACCESS TO THE RIGHT RESOURCES

Provide all necessary tools, training, and information up front. This includes system access, training materials, and team contacts, so they can hit the ground running without delays.