

First 30 days: manager plan

01 / Name the people and the goal.

Plan with the supervisor before arrival. Assign practical tasks and a supported ramp-up; the first day should not depend on a new hire guessing who to ask.

Company

Role

New teammate / internal reference

Start date

Supervisor

Buddy / first point of contact

01 Three realistic first-month outcomes

Outcome 1: observable work & support available

Outcome 2: observable work & support available

Outcome 3: observable work & support available

Adapt tasks to the role, location and company processes. This plan does not certify training or replace role-specific company procedures.

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02 / Before start

Give every task an owner and target date. Update status as work happens: Not started, In progress, Done or Not applicable.

Confirm the arrival plan

Share the date, arrival time, reporting location, parking or access instructions, clothing/equipment expectations and contact person.

Owner	Target date	Status

Prepare tools, equipment & access

Check the role's tools, approved equipment, system access and work area. Name who resolves missing items.

Owner	Target date	Status

Name a buddy & brief the team

Give the new hire a first point of contact and tell the team what the role will do.

Owner	Target date	Status

Plan the first week

Reserve time for introductions, relevant orientation, paired work and the first supervisor check-in.

Owner	Target date	Status

Coordinate company onboarding

Confirm who handles the company's approved employment, payroll and benefits setup, and tell the new hire where to find those instructions.

Owner	Target date	Status

Readiness gaps / agreed action, owner & target date

First 30 days: manager plan

02 / Day 1

Give every task an owner and target date. Update status as work happens: Not started, In progress, Done or Not applicable.

Welcome them & make introductions

Introduce the supervisor, buddy and key teammates. Explain who to contact when plans change.

Owner	Target date	Status

Orient them to the workplace

Review reporting arrangements, schedule, communication channels and the role-specific orientation and safety training assigned by the company.

Owner	Target date	Status

Check that the setup works

Confirm the person can use the tools and access needed for the first assignment; record anything missing.

Owner	Target date	Status

Explain the first assignment

Describe the task, what good looks like, required supervision and when to pause and ask for help.

Owner	Target date	Status

Have a short end-of-day conversation

Ask what is clear, what surprised them and what they need for tomorrow. Record an owner for any blocker.

Owner	Target date	Status

CHECK-IN / DAY 1

What is clear, and what still feels uncertain? | Do you have the equipment, access and contacts you need? | What should we fix before tomorrow?

Notes, agreed action, owner & target date

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02 / Week 1

Give every task an owner and target date. Update status as work happens: Not started, In progress, Done or Not applicable.

Review the role & first-month outcomes

Connect everyday tasks to the three outcomes above. Confirm responsibilities, handoffs and support.

Owner	Target date	Status

Observe or pair on relevant work

Arrange appropriate shadowing or supervised practice. Explain the expected checks and documentation.

Owner	Target date	Status

Identify training needs

Ask what is familiar and what is new; agree role-specific training and who will provide it.

Owner	Target date	Status

Practice a normal handoff

Walk through a representative update to dispatch, the next trade, the office or a customer, as the role requires.

Owner	Target date	Status

Review the first week together

Check expectations, access and workload; agree one or two adjustments before the next week.

Owner	Target date	Status

CHECK-IN / END OF WEEK 1

How does the actual work compare with what we explained? | Where do you feel ready, and where would more practice help? | Is anything making it harder to do good work?

Notes, agreed action, owner & target date

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02 / Days 8-30

Give every task an owner and target date. Update status as work happens: Not started, In progress, Done or Not applicable.

Build responsibility with support

Assign work appropriate to demonstrated capability and the company's authorization process; keep a clear route for questions.

Owner	Target date	Status

Check progress against the three outcomes

Use examples of completed work to discuss progress and the support still needed.

Owner	Target date	Status

Follow through on training

Review planned training and practice, record any gaps, and confirm who will help close them.

Owner	Target date	Status

Hold the first-month conversation

Discuss what is working, what remains unclear and what the next month should focus on. Confirm actions and owners.

Owner	Target date	Status

FIRST-MONTH CONVERSATION

What work shows progress against our three outcomes? | What is still unclear or needs more support? | What should we keep, change and prioritize next month?

What is working well?

Support or training still needed?

Next-month priorities, owner & next review date

Source: <https://www.opm.gov/policy-data-oversight/human-capital-management/hiring-reform/sample-supervisor-checklist/>

Blank worksheet - complete by hand or in a PDF reader that supports forms.