# 30-60-90 Day Onboarding Plan – India Specific

This 30-60-90 day onboarding plan template is designed specifically for Indian organizations. It incorporates onboarding milestones relevant to Indian labour laws, statutory compliance, and workplace practices.

## First 30 Days – Orientation & Compliance

* Complete joining formalities (PAN, Aadhaar, Bank details, etc.)
* Submit documents for PF, ESI, and Professional Tax (if applicable)
* Attend new hire orientation and HR policy briefing
* Review Employee Handbook (leave, attendance, code of conduct, POSH)
* Understand company mission, org structure, and tools
* Meet manager, buddy, and immediate team
* Set clear goals for the probation period

## Days 31–60 – Integration & Contribution

* Start contributing to assigned tasks and projects
* Attend compliance training (POSH, safety, IT policies)
* Participate in team meetings and cross-functional sessions
* Receive initial feedback from manager or mentor
* Clarify KRAs and expectations for confirmation
* Explore internal communication tools (Slack, Teams, etc.)

## Days 61–90 – Performance & Confirmation

* Conduct one-on-one meeting for probation review
* Final evaluation for confirmation (based on performance metrics)
* Discuss learning needs or role alignment
* Set quarterly or half-yearly performance goals
* Understand L&D opportunities or career growth roadmap
* HR to issue confirmation letter (if applicable)