

Quick Reference Tool: Executive On Boarding



Before your first day	First 30-days - relationship building	30-60 days - refine and begin to execute to plan	60-90 days - executing the transition plan
Review on boarding materials	Identify Stakeholders (e.g., direct reports customers, investors)	Communicate and execute 90-day plan	Continue to build and maintain relationships
Consider engaging a coach to enable a successful onboarding	Stakeholder communication meetings	Continue to build and maintain relationships	Execute to 90-day plan
Draft preliminary thoughts re: 90-day plan	Partner with HR and your direct manager to build 90-day plan	Assess the: <ul style="list-style-type: none"> • Strategy • Team • Organization 	Evaluate plus/delta from first 90 days
Work with the HR/Mobility team on your relocation (if applicable)	Review 90-day plan with key stakeholders (e.g., Boss, Direct Reports, Board of Directors)	Adjust and revise 90-day plan as needed	On Boarding 360-assessment/ feedback
			Develop 9-month plan

Examples of Onboarding Materials You May Want to Review

- Strategy (Recent, current and future)
- Critical capabilities the organization must have to win (e.g., innovation, scalability, cost containment)
- Operating model for how work gets done (concept to cash)
- Structure (e.g., vertical functions and critical lateral connections)
- Organization processes (with a focus on first team interactions)
- Key metrics (e.g., KPIs, OKRs)
- People (top 1%) and people practices
- Most recent employee engagement results, ideally with trend data
- Public and internal communications materials