



MYNDORE

EXECUTIVE SEARCH

NAVIGATING OFFERS, CLOSE & ONBOARDING

90-Day Onboarding Plan

Purpose

This plan supports successful integration, reduces early attrition risk, and accelerates impact in the first 90 days.

Pre-Start (Before Day 1)

- Contract issued and signed
- Welcome communication from leader
- Clarity on role priorities and success measures
- Stakeholder map shared

Days 1–30: Orientation & Context

Focus: Understanding, relationships, and expectations

Organisational overview and strategy

- Role mandate and success outcomes clarified
- Introductions to key stakeholders
- Systems, tools, and processes access
- Early wins identified

Risk Watch

- Overwhelm from information overload
- Unclear expectations

Days 31–60: Contribution & Alignment

Focus: Delivery, feedback, and adjustment

- Initial objectives underway
- Regular feedback check-ins
- Stakeholder relationship depth increasing
- Decision-making authority clarified
- Gaps or blockers identified

Risk Watch

- Misalignment on priorities
- Slow decision access

Days 61–90: Impact & Ownership

Focus: Ownership, confidence, and momentum

- Clear ownership of responsibilities
- Measurable impact demonstrated
- Medium-term priorities agreed
- Development and support needs identified

Myndore Insight

Onboarding is not administration. It is a strategic risk-management and performance accelerator.