

Your First 90 Days

Use your first three months to learn, build trust and start contributing.

1

Context

WHY THIS MATTERS

The first 90 days establish your reputation. Focus on learning the organisation, understanding expectations and delivering reliable work.

A SIMPLE PATHWAY

→ Days 1–30: Listen and learn
→ Days 31–60: Contribute
→ Days 61–90: Start to own your work

KEY TAKEAWAYS

- Clarify what success looks like in your role.
- Build relationships with your manager and team.
- Document achievements and feedback as you go.
- Look for small ways to add value early.

2

Insight

EMPLOYER INSIGHT

Managers look for people who ask good questions, take feedback and build credibility through consistent follow-through.

TOP TIP

No one expects a new employee to know how the company works on day one. When unsure, ask. Curiosity is always welcome.

3

Action

WHAT TO DO

- ✓ Book regular check-ins with your manager.
- ✓ Ask for examples of what good work looks like.
- ✓ Learn the systems and processes around you.
- ✓ Find a buddy or someone you can go to with questions.

WHAT TO AVOID

- Trying to change everything immediately.
- Working in isolation without checking in.
- Avoiding feedback — even when it is hard.
- Overcommitting before you understand priorities.

QUICK CHECKLIST

- Expectations clarified
- Key stakeholders mapped
- Check-ins booked
- First wins recorded
- 90-day reflection completed

REFLECTION

What do you want your manager to confidently say about you after 90 days?

YOUHIVE TIP

Record your milestones in your YouHive Digital Passport — your first 90 days are part of your professional story.