

30/60/90 Day Plan

BSW

Guidelines for Use:

- ❖ Template to be used as a starting point only. To be customized for each individual employee prior to first day of employment.
- ❖ Blue shaded areas are mandatory and are to be completed on the first day of employment.
- ❖ Meetings between the employee and supervisor to be scheduled and signed off at 30 days, 60 days, and 90 days.
- ❖ Once fully completed and signed off, the Physical Plant Director signs off with Employee and Supervisor at 90 days.

Employee's Name:

Date of Hire:

FOCUS/OBJECTIVE	ASSISTED BY	COMPLETED (YES OR NO)
INDUCTION PACKAGE <input type="checkbox"/> Review Employee Handbook <ul style="list-style-type: none"> <input type="checkbox"/> Employment Policies & Standards Manual <input type="checkbox"/> Union Contract <input type="checkbox"/> Welcome to Brandon University <input type="checkbox"/> Overview of Brandon University <input type="checkbox"/> Brandon University ID Card <input type="checkbox"/> Uniform	Hiring Manager	<input type="checkbox"/> Yes <input type="checkbox"/> No
SAFETY ORIENTATION <input type="checkbox"/> Campus Safety Webpage <input type="checkbox"/> Company Safety Manual <input type="checkbox"/> Health & Safety Program <input type="checkbox"/> Emergency Procedures (general) <input type="checkbox"/> WSH Hazard and Incident Reporting <input type="checkbox"/> Hazard Assessment <input type="checkbox"/> PPE – Personal Protective Equipment <input type="checkbox"/> WSH Rights and Responsibilities <input type="checkbox"/> WSH Refusal to Work <input type="checkbox"/> WHMIS / SDS <input type="checkbox"/> Bluelight Emergency Phones <input type="checkbox"/> Safe work procedure review	Safety Advisor	<input type="checkbox"/> Yes <input type="checkbox"/> No
INTRODUCTIONS AND POSITION OVERVIEW <input type="checkbox"/> Presentation/Review of the 30/60/90 Day Plan <input type="checkbox"/> Team Structure <input type="checkbox"/> Department Communication (Email / Radio) <input type="checkbox"/> Organizational Charts/Contact Lists <input type="checkbox"/> Sick calls <input type="checkbox"/> Vacation requests <input type="checkbox"/> Key SOPs and Company Policies <ul style="list-style-type: none"> <input type="checkbox"/> Computer and Network Acceptable Use Policy <input type="checkbox"/> Key and Security Access Card Management 	Hiring Manager	<input type="checkbox"/> Yes <input type="checkbox"/> No

EMP CENTER <input type="checkbox"/> Hours worked <input type="checkbox"/> Vacation / Personal <input type="checkbox"/> Payroll Cycle <input type="checkbox"/> Pay stub <input type="checkbox"/> Expenses	Team lead – admin support	<input type="checkbox"/> Yes <input type="checkbox"/> No
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BRANDON UNIVERSITY SPECIFIC		
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IT OFFICE SET UP <input type="checkbox"/> Review IT contact information for resolving computer issues. <input type="checkbox"/> General introduction to computer set-up i.e. logging on, email, etc. <input type="checkbox"/> Passwords	Team lead – admin support	<input type="checkbox"/> Yes <input type="checkbox"/> No
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POSITION PRACTICES & PROCEDURES <input type="checkbox"/> Caretaking Safe Work Practices <input type="checkbox"/> Caretaking cleaning procedures/techniques <input type="checkbox"/> Green Cleaning Initiatives <input type="checkbox"/> Emergency clean up procedures <input type="checkbox"/> Cleaning chemical dispensing techniques <input type="checkbox"/> Review of equipment <ul style="list-style-type: none"> <input type="checkbox"/> Vacuum <input type="checkbox"/> Auto scrubber <input type="checkbox"/> Carpet cleaner <input type="checkbox"/> Swing machine 	peer	<input type="checkbox"/> Yes <input type="checkbox"/> No
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ADMINISTRATIVE PROCESSES <input type="checkbox"/> Caretaking Daily Logs / Snow Logs <input type="checkbox"/> Campus waste disposal centers <input type="checkbox"/> Campus loading docks <input type="checkbox"/> Building task list	peer	<input type="checkbox"/> Yes <input type="checkbox"/> No
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CARETAKING <input type="checkbox"/> Operations Caretaking Tasks vs. Extra Work Tasks vs. Client-requested Tasks <input type="checkbox"/> Extra Work Caretaking Tasks <ul style="list-style-type: none"> <input type="checkbox"/> Ordering supplies <input type="checkbox"/> FAMIS work requests <input type="checkbox"/> Equipment Repair and Purchase <ul style="list-style-type: none"> <input type="checkbox"/> Inspect equipment <input type="checkbox"/> Take equipment in for repairs when required <input type="checkbox"/> Quality Assurance <ul style="list-style-type: none"> <input type="checkbox"/> Review Quality Expectations <input type="checkbox"/> Review deficiencies <input type="checkbox"/> Feedback 	Peer	<input type="checkbox"/> Yes No
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MEETINGS <input type="checkbox"/> Internal Operations/Safety Meetings <ul style="list-style-type: none"> <input type="checkbox"/> Ensure regular attendance 	Team lead – admin support	<input type="checkbox"/> Yes <input type="checkbox"/> No
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<p>CLIENT CARE</p> <p>Develop Key Contact list:</p> <ul style="list-style-type: none"> <input type="checkbox"/> For Emergencies <input type="checkbox"/> For Client Concerns <p>Go above and beyond everyday service</p> <ul style="list-style-type: none"> <input type="checkbox"/> Have staff offering “Good Mornings” and “How are you?” - clients like to hear this <input type="checkbox"/> Have staff know what they need to be accomplishing that day, and how they can assist co-workers when required <p>Honesty and integrity in daily work.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Be consistent with service <input type="checkbox"/> Only offer services you can do. If the task is not able to be done let the requestor know, or when it can be done at another time. A “No” or “Can’t” answer is NOT in Physical Plant strategy. <input type="checkbox"/> Offer solutions <input type="checkbox"/> Ask for help <p>Communication is an important part of customer service. Ensure you:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Check if requestor is satisfied with job prior to leaving the area <input type="checkbox"/> Always inform the requestor if there is going to be a delay or an issue with the job they have requested 	<p>Supervisor</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
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30 DAY PERFORMANCE FEEDBACK MEETING

Hiring Supervisor's Name:	_____	Hiring Supervisor's Signature:	_____
Supervisor's Name:	_____	Supervisor's Signature:	_____
Employee's Name:	_____	Employee's Signature:	_____
Date Completed:	_____		

60 DAY PERFORMANCE FEEDBACK MEETING

Hiring Supervisor's Name:	_____	Hiring Supervisor's Signature:	_____
Supervisor's Name:	_____	Supervisor's Signature:	_____
Employee's Name:	_____	Employee's Signature:	_____
Date Completed:	_____		

90 DAY PERFORMANCE FEEDBACK MEETING – 30/60/90 DAY PLAN FULLY COMPLETED

Hiring Supervisor's Name:	_____	Hiring Supervisor's Signature:	_____
Supervisor's Name:	_____	Supervisor's Signature:	_____
Employee's Name:	_____	Employee's Signature:	_____
Date Completed:	_____		

DIRECTOR PHYSICAL PLANT SIGN-OFF

Completed 30/60/90 Day Plan Received	
Director Physical Plant Signature:	_____