**Action Plan: For HR**

**30 Days:**

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| **Action Plan** | **Assigned To** | **Deadline** |
| Introduce the new HR manager to the HR department. | Abby Johnson | May 1, 2030 |
| Advise the new HR manager about her responsibilities and start her training. | Olivia Southchamp | May 1, 2030 |

**60 Days:**

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| **Action Plan** | **Assigned To** | **Deadline** |
| Assist the new HR manager in the company’s recruitment and onboarding process. | Olivia Southchamp | June 1, 2030 |
| Give consultations and feedback. | Abby Johnson | June 30, 2030 |

**90 Days:**

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| **Action Plan** | **Assigned To** | **Deadline** |
| Let the new HR manager orient the employees about company policies and practices through a seminar. | Olivia Southchamp | July 1, 2030 |
| Evaluate the new HR manager’s overall work performance. | Abby Johnson | July 30, 2030 |