



Princeton HR Insight LLC

# Successful Leader Integration Tips



# The First 90 Days



**Michael Watkins from his book,  
“The First 90 days”**

**‘Transitions are periods of opportunity... more than just avoiding failure... By the end of your transition, you want your boss, your peers, and your subordinates (and clients) to feel that something new, something good, is happening.’**

# Integration Plan Objectives

**Our goal is to help clients ensure new leaders quickly establish knowledge, understanding of culture, relationships and commitment- and as importantly encourage key stakeholders to engage in a new hire's success. The quicker a new leader integrates, the sooner they will be contribute to company goals.**

- Establish key relationships and knowledge early
- Clarify short- and medium-term objectives
- Provide direction and feedback
- Acclimate into Company's culture
- Build commitment between the leader and company

# Tool 1: Stakeholder Gap Analysis

<i>Stakeholder</i>	<i>Target Commitment</i>	<i>Current Commitment</i>	<i>Actions</i>	<i>Timing</i>	<i>Responsible Party</i>
Who are the critical stakeholders (individuals and groups)?	How influential is each to the Employee's success (high/ medium/ low)? What is their specific role in that success?	What is the current level of commitment (high/ medium/ low)?	What actions can be used to get them closer to target level?	What are the hard and soft deadlines?	Who is responsible for ensuring the actions are completed?

*\*Prioritize activities by those with biggest gap between target and current commitment levels.*

# Tool 2: Stakeholder Plan

## **INTEGRATION TEAM**

Name	Role	Business Orientation Meeting Objectives
Name Title	One-Over Manager	<ul style="list-style-type: none"> <li>• Ensure Employee understands Company strategy and how their role fits in delivering it</li> <li>• Build excitement about the Company</li> <li>• Show commitment by Company to Employee's success and development</li> </ul>
Name Title	Manager	<ul style="list-style-type: none"> <li>• Ensure Employee understands Company culture, department priorities and how Employee's role fits in delivering them</li> <li>• Articulate expectations, provide guidance and timely feedback.</li> <li>• Remove barriers as needed</li> <li>• Check-in weekly for at least first 30 days to ensure Employee is comfortable and integration progressing as planned</li> <li>• Manage expectations on work deliverables to allow space in first 90 days to integrate and build foundational knowledge to be successful longer-term</li> <li>• Align on a cadence of how and when Manager and Employee should communicate to stay connected in the beginning and on a go-forward basis.</li> <li>• Support working through relevant company processes (e.g. HR, finance) during the first year</li> </ul>
Name Title	Peer Mentor	<ul style="list-style-type: none"> <li>• In addition to the Manager, act as a good resource for operational questions</li> <li>• Help make connections and remove barriers within business as needed</li> <li>• Check-in weekly for at least first 30 days to ensure Employee is comfortable and integration progressing as planned</li> </ul>
Name Title	HR Contact	<ul style="list-style-type: none"> <li>• Check-in with new hire at the end of their first week, then at 30, 60 and 90 days</li> <li>• Back-up support to Manager and Employee as needed for questions and/or concerns.</li> </ul>

## **STAKEHOLDERS** (must meet within **30** days)

Name	Role	Business Orientation Meeting Objectives
Priority colleagues from stakeholder plan		<ul style="list-style-type: none"> <li>•</li> </ul>

## **STAKEHOLDERS** (must meet within **60** days)

Name	Role	Business Orientation Meeting Objectives
Secondary colleagues from stakeholder plan		<ul style="list-style-type: none"> <li>•</li> </ul>

## **STAKEHOLDERS** (must meet within **90** days)

Name	Role	Business Orientation Meeting Objectives
Remaining colleagues and possibly more senior leaders for exposure once Employee has strong work deliverables to show.		<ul style="list-style-type: none"> <li>•</li> </ul>

# Tool 3: Meet-n-Greet Approach

## Meet-n-Greet Should Be More Than Just A Chance To Introduce Yourself.

### Introductions- 'Elevator Pitch'

- Your background/previous roles
- Why you chose to join the Company
- Overview of your role- how it delivers value for the Company, what you hope to accomplish

### Relationship

- Understand how your work impacts each other
- Align on expectations from each other's areas
- Articulate how you can support each other to be successful. Also, what can get in the way of collaboration and how we will address it?

### Business Outcomes

- What are the key business outcomes that require your collaboration and support?
- What first steps can you take to stay on track to deliver your outcomes?
- What will you do collaboratively if you think you are off track to deliver your outcomes?
- How is risk identified, managed and encouraged?
- What is the typical process for making decisions in your area? What are some of the challenges?

### Close

- What else do you think I need to know about working with you?
- How would you describe the Company culture? What are the key attributes of the culture that you should keep in mind?
- Any other advice?



**Princeton HR Insight LLC**

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## Contact Us



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