First 90 Days Gap Plan

A one-page plan that turns the gaps found during hiring into coaching, with three scheduled reviews and a loop back to the job scorecard.

One page. Filled in together by the manager and the new hire before the start date, reviewed three times, then closed.

Two gaps at most. Three is a reorganization of someone's personality, and nobody closes three gaps while learning a new job.

The header

Name	
Role	
Manager	
Start date	
Review dates (30 / 60 / 90)	

Book the three reviews now, in the calendar, before day one. Reviews that get scheduled later get scheduled never.

Strengths to use in week one

The behaviors scored 3 in hiring. Put them to work immediately. Early contribution buys the confidence that makes the gap work possible.

BEHAVIOR	WHERE IT GETS USED IN THE FIRST TWO WEEKS

The gaps

One block per gap, two maximum.

	GAP 1	GAP 2
The behavior		
What we saw in hiring		
What good looks like here		
What they will do about it		
What support they need, from whom		
Early indicator it is closing (30 days)		
Evidence it has closed (90 days)		

behaviorhiring.com Free to use and share.

The row people skip is "what support they need, from whom." A gap plan with no obligation on the manager is a list of homework, and it will be quietly abandoned by week three.

The reviews

Twenty minutes each. Three questions, the same ones every time.

1. What has changed since last time, with an example?
2. What is getting in the way?
3. Does the plan still describe the right gap?

That third question matters more than it looks. Sometimes the gap you identified in hiring turns out not to be the real one. Say so and change the plan rather than running a plan nobody believes in to its scheduled end.

Closing it

At 90 days, mark each gap closed, still open, or no longer relevant, and write one line on why.

GAP	STATUS	ONE LINE

Then do one more thing: look back at the job scorecard and the interview grid, and ask whether hiring read this person correctly. Where it was right, you have learned which of your questions carry weight. Where it was wrong, you have learned something more valuable, and it costs nothing to write down.

That loop is the difference between a hiring process and a hiring process that improves.