

Stage-Based Onboarding Tracker

Track new hire progress across Day 1, First Week, and First Month

Employee Name:

Onboarding Day		
Task	Status	Reviewer's Note
Employment contract signed and returned		
Review team org chart and understand general structure		
Meet with HR and department manager		
Orientation session completed		
Introduction to role and responsibilities		

First Week		
Task	Status	Reviewer's Note
Attended team meetings and introduced to key projects		
Access to training resources confirmed		
Completed initial job-specific training		
HR check-in to address any immediate concerns		

First Month		
Task	Status	Reviewer's Note
Initial tasks and assignments given		
Established working relationships with team members		
Regular check-ins with manager and mentor		
Progress towards understanding role and responsibilities		