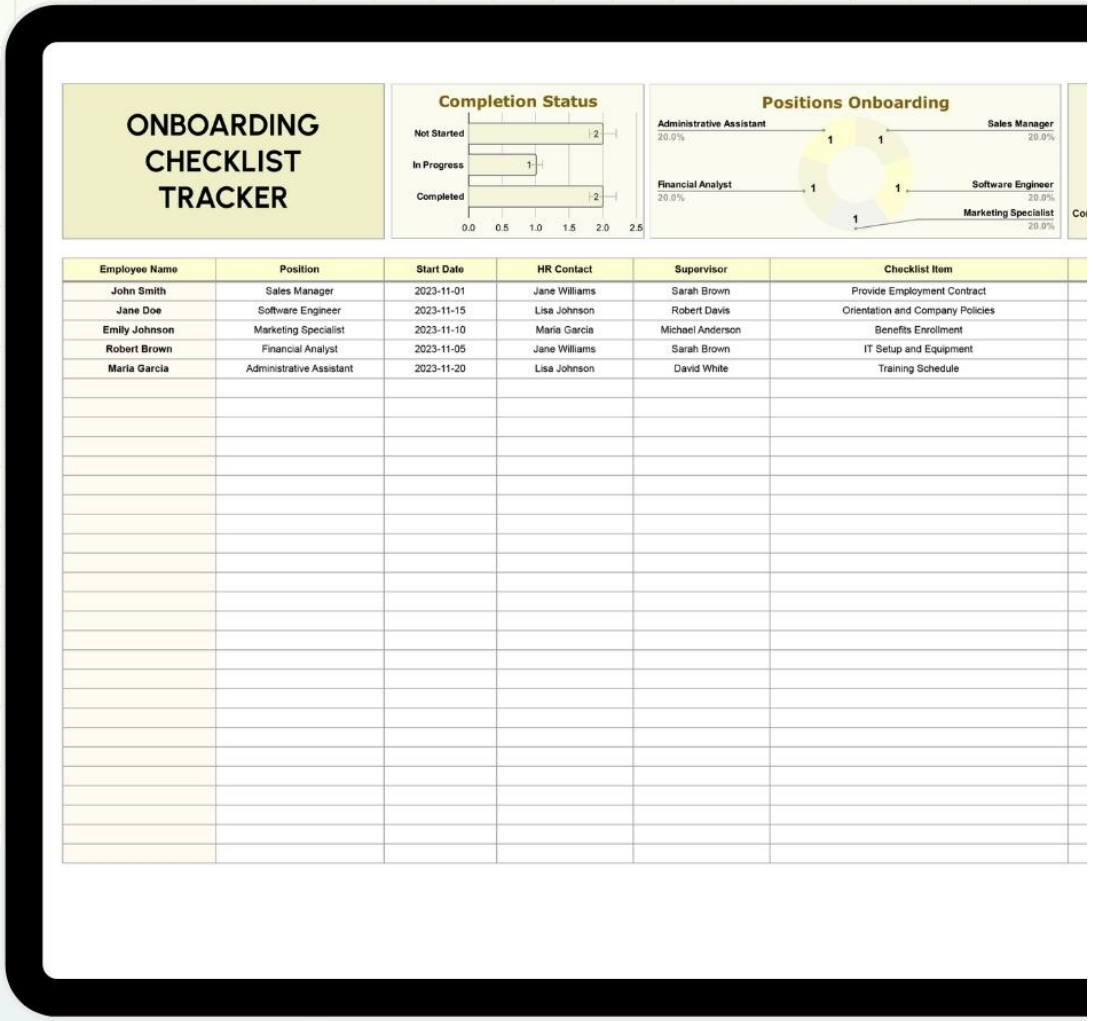
ONBOARDING CHECKLIST TRACKER HR TEMPLATE

The Onboarding Checklist Tracker is an invaluable tool for HR professionals and organizations seeking to streamline and document the onboarding process for new employees.

- ✓ Professional Design
- ✓ Reusable
- ✓ Customizable



Employee Name	Position	Start Date	HR Contact	Supervisor	Checklist Item
John Smith	Sales Manager	2023-11-01	Jane Williams	Sarah Brown	Provide Employment Contract
Jane Doe	Software Engineer	2023-11-15	Lisa Johnson	Robert Davis	Orientation and Company Policies
Emily Johnson	Marketing Specialist	2023-11-10	Maria Garcia	Michael Anderson	Benefits Enrollment
Robert Brown	Financial Analyst	2023-11-05	Jane Williams	Sarah Brown	IT Setup and Equipment
Maria Garcia	Administrative Assistant	2023-11-20	Lisa Johnson	David White	Training Schedule