

Onboarding tracker

Enter the start date in column C of each row and the working-day offset in column D; column E calculates the due date (Mon–Fri).

Task	Owner	Start date	Offset (working days)	Due date	Status
Send offer letter, start date and first-day details	HR	2027-03-01	-5		
Prepare employment paperwork and tax/ID forms	HR	2027-03-01	-5		
Order laptop, phone and equipment	IT	2027-03-01	-5		
Create email, accounts and access permissions	IT	2027-03-01	-5		
Assign an onboarding buddy	Manager	2027-03-01	-5		
Prepare desk or ship equipment to a remote hire	Facilities	2027-03-01	-5		
Plan the first week's schedule	Manager	2027-03-01	-5		
Send welcome email with agenda	Manager	2027-03-01	-5		
Welcome and team introductions	Manager	2027-03-01	0		
Complete paperwork and benefits enrolment steps	New hire	2027-03-01	0		
Set up laptop, passwords and security training	IT	2027-03-01	0		
Tour of workplace or virtual tools	Buddy	2027-03-01	0		
Review role, expectations and first-week plan	Manager	2027-03-01	0		
Lunch or coffee with the team	Buddy	2027-03-01	0		
Meet key colleagues and stakeholders	New hire	2027-03-01	4		
Complete required compliance and safety training	New hire	2027-03-01	4		
Shadow team processes	Buddy	2027-03-01	4		
Agree 30-60-90 day goals	Manager	2027-03-01	4		
First small task or quick win	New hire	2027-03-01	4		
End-of-week check-in	Manager	2027-03-01	4		
Weekly one-to-ones	Manager	2027-03-01	20		

Learn core tools and systems
Understand team goals and metrics
30-day feedback conversation
Onboarding survey
Take ownership of first project
Build relationships across teams
60-day progress review
Work independently on core responsibilities
Identify an improvement idea
90-day review and next-quarter goals
Close out probation or introductory period steps (if applicable)

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