

EMPLOYEE ONBOARDING TRACKER

Milestone Checklist & Progress Chart

CONFIDENTIAL

Employee Name: _____
Department: _____
Start Date: _____
Mentor/Manager: _____

PHASE 1: PRE-BOARDING & DAY ONE

Status	Action Item / Milestone	Owner	Target Date
	IT hardware setup and software access credentials	IT Dept	
	Welcome package and office tour completed	HR	
	Initial 1-on-1 with Department Lead	Manager	

PHASE 2: WEEK ONE (INTEGRATION)

Status	Action Item / Milestone	Owner	Target Date
	Review team OKRs and quarterly goals	Manager	
	Internal tools training (CRM, Slack, Project Mgmt)	Mentor	
	Stakeholder introductions (3+ departments)	Employee	

PHASE 3: FIRST 30-90 DAYS (PERFORMANCE)

Status	Action Item / Milestone	Owner	Target Date
	Completion of first independent project	Employee	

Status	Action Item / Milestone	Owner	Target Date
	30-day feedback and adjustment session	Manager	
	Final onboarding certification / Full competency	HR/Lead	

SIGN-OFF NOTES: