No. 12

Employee Onboarding System

Make onboarding consistent and visible: role-specific milestones from Day 1 to Day 90, trainer and manager sign-off on observed work, due dates, overdue flags and a readiness view for every new hire.

Built for: HR, operations and department managers onboarding hourly and front-line roles.

What is included

File	Format	Use
Employee-Onboarding-Workbook-Blank.xlsx	Excel	Start here: formatted, formula-ready workbook for your own data.
Employee-Onboarding-Workbook-Sample.xlsx	Excel	Same model filled with fictional sample data.
Employee-Onboarding-System.html	Interactive dashboard	Optional: opens in Chrome, Edge or Safari on a computer or tablet. Runs without internet; data stays in that browser.
employee-onboarding-system-guide.pdf	PDF	This guide.
LICENSE.txt, START-HERE.txt	Text	License terms and quick start.

Quick start

1. **Start with Excel.** Open **Employee-Onboarding-Workbook-Blank.xlsx** and enter your own data in the blue cells; every other cell calculates. The **-Sample** workbook shows a filled-in example.
2. **Use Google Sheets?** In Google Drive choose New › File upload, then open the workbook with Google Sheets. Formulas carry over; charts may need restyling.
3. **Optional interactive dashboard:** open **Employee-Onboarding-System.html** in Chrome, Edge or Safari on a computer or tablet. It runs offline and opens with fictional sample data — choose **Start blank** when you are ready.
4. The dashboard saves entries only in that browser on that device. Use **Save backup** regularly; **Restore** loads a backup elsewhere.

Operating routine

1. **Prepare the role checklist** on Role templates before the start date.
2. **Assign a trainer** and manager on the Roster (use employee IDs, not names).
3. **Observe job demonstrations** and sign off milestones only on observed evidence.
4. **Confirm readiness with manager sign-off** at Day 30; continue to Day 90.
5. Review the Overview weekly and clear overdue items first.

Sample — the full product includes the Excel workbook, interactive dashboard and complete guide

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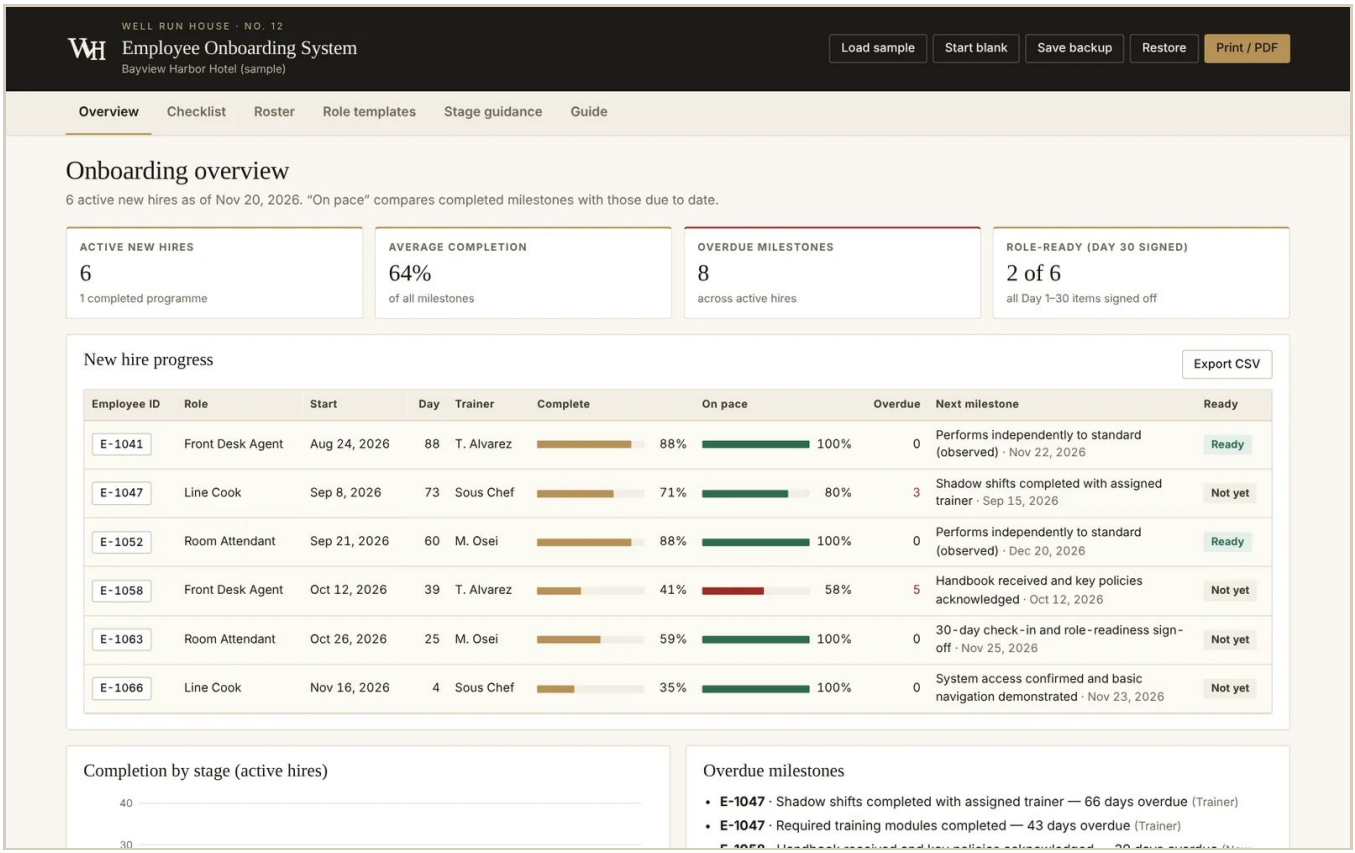
Two screenshots from the product, taken with its fictional sample data.



Interactive dashboard — Onboarding overview

	A	B	C	D	E	F	G	H	I
1	Dashboard								
2	*One row per roster entry.*								
3									
4	**Employee ID**	**Role**	**Start**	**Day**	**Milestones**	**Signed off**	**Complete %**	**Overdue**	**Status**
5	E-1041	Front Desk Agent	2026-08-24	88	17	15	88%	0	Active
6	E-1047	Line Cook	2026-09-08	73	17	12	71%	3	Active
7	E-1052	Room Attendant	2026-09-21	60	17	15	88%	0	Active
8	E-1058	Front Desk Agent	2026-10-12	39	17	7	41%	5	Active
9	E-1063	Room Attendant	2026-10-26	25	17	10	59%	0	Active
10	E-1066	Line Cook	2026-11-16	4	17	6	35%	0	Active
11	E-1019	Room Attendant	2026-06-01	172	17	17	100%	0	Completed