

New Hire Training and Development Tracking Checklist

This checklist tracks the onboarding, training phases, and professional integration of new employees. It is designed to be completed and printed for HR records.

Employee and Organization Details

Employee Name:	<input type="text" value="First and Last Name"/>	Job Title:	<input type="text" value="e.g., Software Engineer"/>
Department:	<input type="text" value="e.g., Engineering, HR"/>	Manager / Mentor:	<input type="text" value="Manager Name"/>
Start Date:	<input type="text" value="MM/DD/YYYY"/>	Target Completion Date:	<input type="text" value="MM/DD/YYYY"/>

Phase 1: Pre-Boarding & First Week (Orientation)

Completed (Yes/No)	Training Activity / Action Item	Completion Date	Trainer Sign-Off (Name)
<input type="checkbox"/>	Workspace, hardware setup, and systems access credentials	<input type="text" value="MM/DD/YYYY"/>	<input type="text" value="Trainer Name"/>
<input type="checkbox"/>	HR documentation, payroll, benefits, and handbook review	<input type="text" value="MM/DD/YYYY"/>	<input type="text" value="Trainer Name"/>
<input type="checkbox"/>	Company history, mission, values, and organizational structure overview	<input type="text" value="MM/DD/YYYY"/>	<input type="text" value="Trainer Name"/>
<input type="checkbox"/>	Office facility tour and health & safety protocol briefing	<input type="text" value="MM/DD/YYYY"/>	<input type="text" value="Trainer Name"/>

Phase 2: First Month (Core Role Integration)

Completed (Yes/No)	Training Activity / Action Item	Completion Date	Trainer Sign-Off (Name)
<input type="checkbox"/>	Job description review and key performance indicators (KPIs) alignment	<input type="text" value="MM/DD/YYYY"/>	<input type="text" value="Trainer Name"/>
<input type="checkbox"/>	Role-specific software, tool, and database navigation training	<input type="text" value="MM/DD/YYYY"/>	<input type="text" value="Trainer Name"/>
<input type="checkbox"/>	Shadowing department team members on daily workflows	<input type="text" value="MM/DD/YYYY"/>	<input type="text" value="Trainer Name"/>
<input type="checkbox"/>	Standard Operating Procedures (SOPs) and compliance training modules	<input type="text" value="MM/DD/YYYY"/>	<input type="text" value="Trainer Name"/>

Phase 3: Months 2 & 3 (Independent Projects & Evaluation)

Completed (Yes/No)	Training Activity / Action Item	Completion Date	Trainer Sign-Off (Name)
<input type="checkbox"/>	Independent execution of core tasks with minimal supervision	<input type="text" value="MM/DD/YYYY"/>	<input type="text" value="Trainer Name"/>
<input type="checkbox"/>	Cross-functional team introductions and collaborative projects	<input type="text" value="MM/DD/YYYY"/>	<input type="text" value="Trainer Name"/>
<input type="checkbox"/>	30-day and 60-day performance alignment check-ins	<input type="text" value="MM/DD/YYYY"/>	<input type="text" value="Trainer Name"/>
<input type="checkbox"/>	90-day comprehensive end-of-onboarding review	<input type="text" value="MM/DD/YYYY"/>	<input type="text" value="Trainer Name"/>

Signatures and Final Verification

By signing below, the employee and manager acknowledge that all scheduled training modules have been completed, and the employee is fully integrated into their functional role.

Employee Signature:	<input type="text" value="Sign Name"/>	Date:	<input type="text" value="MM/DD/YYYY"/>
Manager Signature:	<input type="text" value="Sign Name"/>	Date:	<input type="text" value="MM/DD/YYYY"/>