

Blank Employee Onboarding Program Proposal Template

1. Proposal Overview

[Briefly summarize the purpose and objectives of the onboarding program.]

2. Program Goals

- *[Goal 1]*
- *[Goal 2]*
- *[Goal 3]*

3. Onboarding Timeline

Phase	Duration	Activities
<i>[Pre-boarding]</i>	<i>[e.g., 1 week before start]</i>	<i>[e.g., Documentation, IT setup]</i>
<i>[Day 1]</i>	<i>[First Day]</i>	<i>[e.g., Orientation, Facility tour]</i>
<i>[First Week]</i>	<i>[Week 1]</i>	<i>[e.g., Training, Team Introduction]</i>
<i>[First Month]</i>	<i>[Month 1]</i>	<i>[e.g., Check-ins, Mentorship]</i>

4. Key Stakeholders

- *[HR Department]*
- *[Hiring Manager]*
- *[Mentor/Buddy]*
- *[Other Departments]*

5. Program Activities & Materials

- *[Activity/Material 1]*
- *[Activity/Material 2]*
- *[Activity/Material 3]*

6. Success Metrics

- *[e.g., Completion rates]*
- *[e.g., New hire feedback]*
- *[e.g., 90-day retention rate]*

7. Budget Estimate

Item	Estimated Cost
<i>[Training Materials]</i>	<i>[\$]</i>

[Software/Tools]	[\$]
[Events/Meals]	[\$]
[Other]	[\$]
Total	[\$]

8. Approval

[List required approvals for the program. Space for signatures below]

Name & Title

Date