

# 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                          |
|----------------|-----------------------------|-------------------------------------|
| [Pre-boarding] | [e.g., 1 week before start] | [e.g., Documentation, IT setup]     |
| [Day 1]        | [First Day]                 | [e.g., Orientation, Facility tour]  |
| [First Week]   | [Week 1]                    | [e.g., Training, Team Introduction] |
| [First Month]  | [Month 1]                   | [e.g., Check-ins, Mentorship]       |

## 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 |
|----------------------|----------------|
| [Training Materials] | [\$]           |

|                         |                    |
|-------------------------|--------------------|
| <i>[Software/Tools]</i> | <i>[\$]</i>        |
| <i>[Events/Meals]</i>   | <i>[\$]</i>        |
| <i>[Other]</i>          | <i>[\$]</i>        |
| <b>Total</b>            | <b><i>[\$]</i></b> |

## 8. Approval

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

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Name & Title

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Date