

**PROMPT WO-039**

Create an Employee Onboarding Plan

Purpose

Use this prompt to create a structured Employee Onboarding Plan that helps new employees settle into their role quickly and confidently. It provides a clear schedule covering induction, training, introductions, role expectations, and early development to improve engagement and long-term success.

DIFFICULTY
 **Beginner**

TIME SAVED
 **30–60 min**

BEST FOR
Onboarding

Best AI Tools

- ChatGPT
- Claude
- Microsoft Copilot
- Google Gemini

Copy & Paste Prompt

You are an experienced Human Resources Manager.

Create a professional Employee Onboarding Plan using the information below.

Employee Name:
[Insert employee name]

Job Title:
[Insert job title]

Department:
[Insert department]

Manager:
[Insert manager's name]

Start Date:
[Insert date]



Work Location:

[Office, Remote or Hybrid]

Equipment Required:

[List equipment]

Systems Access Required:

[List software and systems]

Mandatory Training:

[List required training]

Key Contacts:

[List colleagues and departments]

First Week Objectives:

[List objectives]

First Month Objectives:

[List objectives]

Probation Period:

[Insert duration]

Tone:

Professional, welcoming and supportive.

Please:

- Create a structured onboarding plan.
- Include a Day One checklist.
- Create a schedule for the first week.
- Include objectives for the first month.
- List mandatory training and introductions.
- Include probation review milestones.
- Finish with a welcome message and next steps.
- Present the information in a professional format.

Return only the completed Employee Onboarding Plan.



Example



INPUT

Employee: Sophie Taylor
Job Title: Customer Service Advisor
Department: Customer Services
Start Date: 1 September
Work Location: Hybrid
Probation: 6 Months

EXPECTED OUTPUT

Employee Onboarding Plan

Employee Information

Employee: Sophie Taylor
Position: Customer Service Advisor
Manager: David Brown
Start Date: 1 September
Work Location: Hybrid

Day One Checklist

- ☒ Welcome meeting with manager
- ☒ Office tour (or virtual orientation)
- ☒ Laptop and equipment issued
- ☒ Email and system access confirmed
- ☒ Health and safety briefing completed
- ☒ Introduction to the team

First Week Schedule

Day 1: Welcome meeting, company induction, IT setup, team introductions
Day 2: Customer service systems training, product overview
Day 3: Shadow experienced colleagues, complete compliance training
Day 4: Begin supervised customer interactions, meet key stakeholders
Day 5: One-to-one review with manager, discuss progress and answer questions

First Month Objectives

- Complete all mandatory training.
- Demonstrate understanding of company procedures.
- Handle customer enquiries with supervision.
- Build relationships with colleagues.
- Meet agreed learning milestones.



Mandatory Training

- Health & Safety
- GDPR
- Cyber Security Awareness
- Customer Service Standards
- Company Policies

Probation Review Schedule — see table below

REVIEW	TIMING
Initial Review	End of Week 1
First Review	End of Month 1
Mid Probation Review	Month 3
Final Probation Review	Month 6

WELCOME MESSAGE

Welcome to the team! We are delighted to have you join us and look forward to supporting your success. This onboarding plan has been designed to help you settle into your role, build confidence, and become a valued member of the organisation.

 **Builder's Tip:** *The onboarding experience shapes a new employee's first impression of your organisation. A well-planned first week improves confidence, accelerates productivity, and increases employee retention.*

Related Prompts

- WO-037 – Write a Job Description
- WO-038 – Create Interview Questions
- WO-040 – Create a Team Development Plan
- WO-033 – Create a Personal Development Plan

Tags

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