

Onboarding and probation summary

All records

ACTIVE ONBOARDERS

6

3 onboarding · 3 in probation

AVERAGE CHECKLIST

54.3 %

across 6 active hires

REVIEWS OVERDUE

1

date passed, review not held

REVIEWS DUE SOON

1

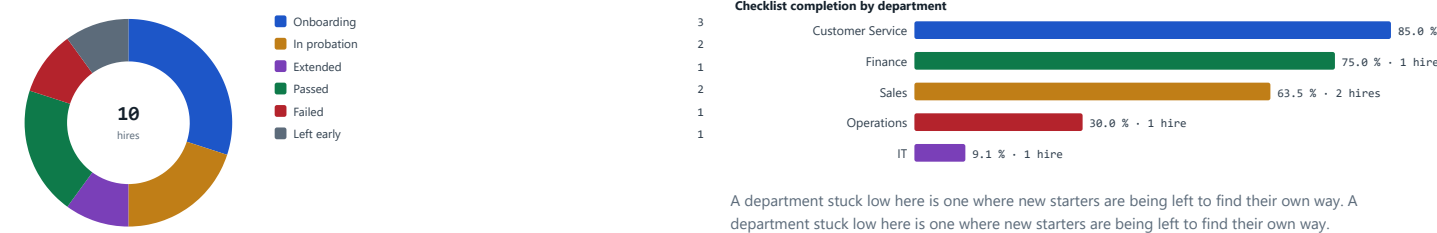
within 14 days

PROBATION PASS RATE

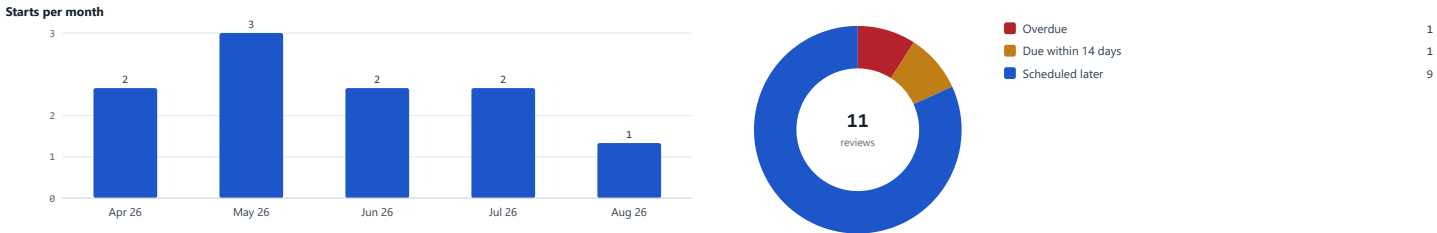
66.7 %

2 passed of 3 concluded

10 of 10 record(s) included. All records. Amounts in USD.



The active slices — onboarding, probation, extended — are the people who still need attention this month. The active slices — onboarding, probation, extended — are the people who still need attention this month.



Clusters of starts are when onboarding load peaks — plan buddy and manager time around them. Clusters of starts are when onboarding load peaks — plan buddy and manager time around them.

Each first and final review not yet ticked as held counts once. Overdue means its date has already passed. Each first and final review not yet ticked as held counts once. Overdue means its date has already passed.

Reviews due in the next 60 days

HIRE	DEPARTMENT	REVIEW	DATE	WHEN	CHECKLIST
J. Alvarez	Sales	First review	2026-08-04	Overdue by 5 days	19 of 20 (95.0 %)
S. Kaur	Finance	First review	2026-08-14	In 5 days	15 of 20 (75.0 %)
R. Tanaka	Sales	First review	2026-08-24	In 15 days	8 of 25 (32.0 %)
J. Alvarez	Sales	Final review	2026-08-29	In 20 days	19 of 20 (95.0 %)
D. Costa	Customer Service	Final review	2026-09-08	In 30 days	17 of 20 (85.0 %)
A. Mensah	Operations	First review	2026-09-13	In 35 days	6 of 20 (30.0 %)
S. Kaur	Finance	Final review	2026-09-28	In 50 days	15 of 20 (75.0 %)
T. Haddad	IT	First review	2026-09-30	In 52 days	2 of 22 (9.1 %)
R. Tanaka	Sales	Final review	2026-10-08	In 60 days	8 of 25 (32.0 %)

Summary by department

DEPARTMENT	HIRES	ACTIVE	AVG CHECKLIST	OVERDUE REVIEWS	PASSED	FAILED / LEFT
Customer Service	2	1	85.0 %	0	1	0
Finance	2	1	75.0 %	0	1	0
IT	1	1	9.1 %	0	0	0
Operations	3	1	30.0 %	0	0	2
Sales	2	2	63.5 %	1	0	0

New-hire register

NAME	DEPARTMENT	START	DONE	OF	1ST REVIEW	FINAL REVIEW	STATUS	DAYS IN	PROBATION ENDS	CHECKLIST	REVIEWS
A. Mensah	Operations	2026-07-30	6	20	2026-09-13	2026-10-28	Onboarding	10	2026-10-28	30.0 %	Scheduled

NAME	DEPARTMENT	START	DONE	OF	1ST REVIEW	FINAL REVIEW	STATUS	DAYS IN	PROBATION ENDS	CHECKLIST	REVIEWS
S. Kaur	Finance	2026-06-30	15	20	2026-08-14	2026-09-28	Probation	40	2026-09-28	75.0 %	Due soon
J. Alvarez	Sales	2026-05-31	19	20	2026-08-04	2026-08-29	Probation	70	2026-08-29	95.0 %	Overdue
L. Novak	Customer Service	2026-05-01	20	20	2026-06-15	2026-07-30	Passed	100	2026-07-30	100.0 %	—
M. Okafor	Operations	2026-04-01	12	18	2026-05-16	2026-06-30	Failed	130	2026-06-30	66.7 %	—
P. Lindqvist	Finance	2026-04-11	18	18	2026-05-26	2026-07-10	Passed	120	2026-07-10	100.0 %	—
R. Tanaka	Sales	2026-07-10	8	25	2026-08-24	2026-10-08	Onboarding	30	2026-10-08	32.0 %	Scheduled
D. Costa	Customer Service	2026-05-16	17	20	2026-06-30	2026-09-08	Extended	85	2026-08-14	85.0 %	Scheduled
K. Byrne	Operations	2026-06-15	10	20	2026-07-20	2026-09-13	Left	55	2026-09-13	50.0 %	—
T. Haddad	IT	2026-08-16	2	22	2026-09-30	2026-11-14	Onboarding	starts in 7d	2026-11-14	9.1 %	Scheduled

Notes

Sample data — replace every entry with your own before relying on it or circulating it.

This is a record-keeping and planning aid, not legal or HR advice. Probation rules, notice periods and dismissal protections differ by country and by contract — take advice before acting on a probation outcome. The tracker only knows what you enter: it cannot tell whether a review actually took place unless you tick it, and the probation end date it shows is start date plus your standard length, so an extended probation's true end date must be kept in the notes.