

29+ HR TEMPLATES

FOR EVERY STAGE OF THE **EMPLOYEE LIFE CYCLE**

Job Description Template

Job description

At [Company Name], we are looking for an enthusiastic and capable [Job Title] to join our team. In this position, you will contribute to our broader goals by [insert high-level purpose of the role] and collaborate with [insert departments or departments] to deliver meaningful outcomes.

This role is [Full-time/Part-time] and based in [Location]. Depending on business needs, it may offer [remote/hybrid] and working options. If occasional office days are required, please indicate the preferred location or travel expectations here.

Short role summary

In this role, you will be responsible for [two to three sentences describing purpose, scope, and impact]. You will play an important part in supporting our team's objectives and will help shape how we deliver value to our customers, partners, or internal stakeholders. This short summary should help candidates quickly understand whether the opportunity aligns with their skills, interests, and ambitions.

Key responsibilities

Key responsibilities for this role include:

- Outlining and defining on core projects or ongoing tasks that are essential to the role
- Managing day-to-day activities related to operations, processes, customer support, team collaboration, etc.
- Using a range of workstreams or deliverables that contribute to team and company goals
- Working with internal or external stakeholders to support smooth collaboration and effective communication
- Identifying opportunities to improve workflows, tools, or practices within the role's scope
- Supporting team initiatives, reporting, documentation, or cross-functional efforts as needed

Skills and requirements

Must-haves

- Call for essential qualifications, skills, and experience required to perform the job successfully
- This may include technical knowledge, industry experience, communication or analytical skills, or required certifications
- Conditions should be able to demonstrate the core competencies necessary to deliver the responsibilities outlined above.

Nice to have

- Preferred additional skills or experience that would enhance performance but are not required for consideration
- Preferred additional skills or experience that would enhance performance but are not required for consideration
- Examples may include familiarity with specific tools, exposure to certain industries, or advanced training relevant to the role.

Employee Engagement Survey

Thank you for being a valued member of [Company Name]. We are committed to creating a positive and fulfilling work environment for all our employees. Your feedback is critical in helping us understand your experience and how we can make our company an even better place to work.

Your feedback is anonymous. Filling in the survey should take you a maximum of 5-10 minutes.

Your responses will help us identify areas that need improvement and improve the working experience for everyone.

General satisfaction

	1	2	3	4	5	6	7	8	9	10
1. How satisfied are you with your current role?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. How likely are you to recommend our company as a place to work?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. On a scale of 1-10, how would you rate your overall job satisfaction?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Work environment

	Yes	No
4. Do you think you have the necessary tools and resources to do your job well?	<input type="checkbox"/>	<input type="checkbox"/>
5. Do you feel the organization prioritizes work-life balance?	<input type="checkbox"/>	<input type="checkbox"/>

Career development

	1	2	3	4	5	6	7	8	9	10
6. On a scale of 1-10, how would you rate the physical work environment (office space, equipment, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Do you think the company can offer you a clear career path?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Do you think your current role fully utilizes your skills and talents?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. On a scale of 1-10, how satisfied are you with the professional development opportunities the organization offers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Skills Gap Analysis Template

TEAM						
DATE						
EMPLOYEE NAME	Role	Overall Skill Level (Average)	Overall Skill Level (Total Score)	Skill 1	Comments and Next Steps	Skill 2
Employee 1		Average will be calculated automatically	0			
Employee 2		Average will be calculated automatically	0			
Employee 3		Average will be calculated automatically	0			
		Average will be calculated automatically	0			
		Average will be calculated automatically	0			

RECRUITMENT & ONBOARDING

30-60-90 Day Plan [New Hire] | Employee Name

Role summary

Role details:
Summarize the reporting structure of the role.

- Job Title:** [Junior Sales Representative]
- Department/Role/Region:** [Insert]
- Manager/Reporting to:** [Insert]
- Department Head:** [Insert]
- Coach/Mentor:** [Insert]

Role impact & desired outcomes:
Outline how this role supports the broader organization's objectives.

- [Expanding our presence in the key markets]
- [Insert]
- [Insert]

Notes:

Key tasks & responsibilities:
Outline the key tasks & responsibilities of this role.

- [Identify and build relationships with key decision makers]
- [Insert]
- [Insert]
- [Insert]
- [Insert]

Goals summary:
Summarize the 3-5 main goals of this role.

- [Grow our UK client base]
- [Insert]
- [Insert]

Offboarding Checklist

Task	Date	Not applicable	Yes	No
Ensure termination paperwork is complete	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Remove employee's access to company systems, email, and other accounts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communicate the employee's exit internally	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communicate the employee's exit externally to clients	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Remove software access	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Arrange final payments & benefits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Review final agreements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conduct exit interview	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conduct exit on final day	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Remove employee's contact information and social media profiles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check in with remaining team members	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiate recruiting for replacement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Update organizational chart	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Company assets checklist

Asset	Date	Not applicable	Yes	No
Laptop	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Phone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monitor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mouse and keyboard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Access card	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Uniform	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Company credit card	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Company vehicle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Interview Evaluation Template - Interviewer 1

Question	Response	Notes
1. Tell me about your previous role.		
2. How do you handle pressure?		
3. Can you describe a challenging project you worked on?		
4. How do you work with a team?		
5. What are your strengths and weaknesses?		
6. Do you have any questions for us?		

DEVELOPMENT & RETENTION

Employee Onboarding Checklist

Pre-arrival tasks

Task	Done	Not applicable	Yes	No
Sign and document offer letter and contract, outlining the terms and conditions of employment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Issue of identification documents (e.g., passport or driver's license)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Obtain contact information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provide essential forms (including health insurance, pension, and other benefit plans)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Non-disclosure agreement (NDA) or confidentiality agreement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Onboarding tasks

Task	Done	Not applicable	Yes	No
Input new hire's information into the payroll system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Create profiles in the necessary internal systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Arrange office access cards or passwords	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Set up all IT accounts (including email accounts, software installations, and access to shared drives)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conduct health and safety training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Welcome pack for new employee

Task	Done	Not applicable	Yes	No
A company overview that includes mission, vision, values, and organizational structure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
An employee handbook outlining policies, procedures, and code of conduct	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The first week's schedule with a full orientation and introduction plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A directory of relevant team members, departments, and their roles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

OFFBOARDING

Training Needs Analysis Template

Job to be analyzed: [Insert Job Title]

Goal	Job behaviors	Skills / Knowledge	Skills / Knowledge Level	Need for training?
What organizational goal are we trying to achieve?	Which job behaviors contribute to achieving this goal?	Which skills and knowledge components are required to display the relevant behaviors?	What are the levels of the required skills and knowledge on a scale of 1-10?	What is the training need?

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