## **HR Onboarding Specialist Review Form**

Reviewer Name	
Review Date	
Employee Name	
Employee Name	
Department	
Onboarding Process Assessment  Demonstrates knowledge of onboarding procedures	
Demonstrates knowledge of oribbarding procedures	<b>_</b>
Communication with new hires	
	_▼
Timeliness in completing onboarding tasks	
	•
Accuracy of documentation and data entry	
Adaptability to process changes	
	_
Strengths	
Areas for Improvement	
Additional Comments	