

Printable Human Resources Sheets

Manage hiring, track employee performance and
simplify your Human Resources management!

THE
Biz
Sheets

MONTHLY ATTENDANCE

[illegible]

APPLICANT DATABASE

[illegible]

THE TEAM ALIGNMENT MAP

ALIGNMENT TOPIC	PERIOD
1. JOINT OBJECTIVES	
2. JOINT COMMITMENTS	
3. JOINT RESOURCES	
4. JOINT RISK	

PERFORMANCE IMPROVEMENT PLAN

EMPLOYEE:

SUPERVISOR:

JOB TITLE:

DATE:

AREAS OF IMPROVEMENT

PREVIOUSLY ADDRESSED ISSUES

IMPROVEMENT GOALS & ACTIVITIES

EXPECTED RESULTS

TIMELINE FOR IMPROVEMENT, EXPECTATIONS & CONSEQUENCES



COMPENSATION ANALYSIS

CATEGORY	DESCRIPTION
EMPLOYEE INFORMATION	
AGE	
GENDER	
ETHNICITY	
DEPARTMENT	
JOB TITLE	
JOB DESCRIPTION	
LEVEL	
HIRE DATE/TENURE	
CURRENT BASE SALARY	
COMPENSATION/BENEFITS/PERKS	
SALARY RANGE/BAND	
INTERNAL BENCHMARK DATA	
INTERNAL MEDIAN SALARY FOR JOB TITLE	
INTERNAL COMPENSATION TRENDS	
PERCENTAGE DIFFERENCE FROM BENCHMARK MEDIAN (%)	
INDUSTRY BENCHMARK DATA	
MARKET MEDIAN SALARY FOR JOB TITLE	
INDUSTRY COMPENSATION TRENDS	
AVERAGE BENEFITS AND PERKS IN THE INDUSTRY	
PERCENTAGE DIFFERENCE FROM BENCHMARK MEDIAN (%)	



TRAINING NEEDS ANALYSIS TEMPLATE

EMPLOYEE TO BE ANALYZED:	GOAL									
	JOB BEHAVIORS									
	SKILLS / KNOWLEDGE									
	SKILLS / KNOWLEDGE LEVEL									
	NEED FOR TRAINING									
	TRAINING RECOMMENDATIONS									

EMPLOYEE DISCIPLINARY ACTION TEMPLATE

EMPLOYEE:

DATE OF WARNING:

DEPARTMENT:

SUPERVISOR:

TYPE OF VIOLATION

WARNING

VIOLATION DATE:

VIOLATION TIME:

VIOLATION LOCATION:

EMPLOYER'S STATEMENT

EMPLOYEE'S STATEMENT



CONFERENCE/TRAINING SESSION

SEE THE BELOW SCHEDULE FOR CONFERENCE SESSION DATES, TIMES AND LOCATIONS.

DATE:					
*TIME:					
9:00 - 9:30					
9:30 - 10:00					
10:00 - 10:30					
10:30 - 11:00					
11:00 - 11:30					
11:30 - 12:00					
12:00 - 12:30					
12:30 - 1:00					
1:00 - 1:30					
1:30 - 2:00					
2:00 - 2:30					
2:30 - 3:00					
3:00 - 3:30					
3:30 - 4:00					
4:00 - 4:30					
4:30 - 5:00					

*ADD "LUNCH" AND "BREAK" ACCORDING TO YOUR SCHEDULE



EMPLOYEE MENTORSHIP PROGRAM EFFECTIVENESS

[illegible]

CAREER DEVELOPMENT PLAN TEMPLATE

5

REGULARLY REVIEW

4

CREATE A ROADMAP
WITH SMART OBJECTIVES

3

PERFORM A
GAP ANALYSIS

2

IDENTIFY YOUR
DESIRED END-POINT

1

ASSESS YOUR
CURRENT SITUATION

INTERVIEW QUESTIONS GUIDE

What are your weaknesses?

Can you give an example of a time when you had to defend a decision?

Tell me about a time you faced an ethical dilemma at work.

Describe a time you dealt with difficult customer.

Tell me about a time you missed a deadline.

Why do you want to leave your current role?

What sets you apart from the other candidates?

How do you handle delivering bad news to a client or manager?

How do you decide what to delegate and to whom?

What are your salary expectations?

How do you handle stress?

How do you handle conflict with coworkers?

JOB DESCRIPTION TEMPLATE

JOB TITLE	
Role Type/Level	
Department	
Reports to	
Work Location	
Salary Range	

JOB OVERVIEW

DUTIES AND RESPONSIBILITIES

SKILLS AND QUALIFICATIONS

RECRUITMENT TRACKER

Applicant's Name																			
Position																			
Interview Date																			
Interview Status																			
Hiring Decision																			
HR Decision																			

HR MEASUREMENT TEMPLATE

Hiring	Supporting	Developing	Retaining	Cost	Time	Volume	Quality	User Satisfaction	Financial Impact

EMPLOYEE TIME-OFF REQUEST TEMPLATE

EMPLOYEE:
DEPARTMENT:
POSITION/TITLE:

DURATION	
BEGIN DATE:	RETURN DATE:
☐ SPECIFY TIME:	

TYPE OF LEAVE

REASON FOR REQUEST (REQUIRED)

CODE TIME AS: ☐ PAID ☐ UNPAID LEAVE ☐ OTHER _____

EMPLOYER'S DECISION: ☐ APPROVED ☐ DENIED

EMPLOYEE SIGNATURE:	DATE:
EMPLOYER SIGNATURE:	DATE:



EMPLOYEE RETENTION TEMPLATE

TRUST IN LEADERSHIP

--

GROWTH OPPORTUNITY

--

POSITIVE WORK ENVIRONMENT

--

HANDS-ON MANAGEMENT

--

MEANINGFUL WORK

--

RECRUITING PROCESS TEMPLATE

IDENTIFYING THE HIRING NEEDS

PREPARING THE JOB DESCRIPTION

TALENT SEARCH

SCREENING AND SHORTLISTING

INTERVIEWING

EVALUATION AND OFFER OF EMPLOYMENT

INTRODUCTION AND INDUCTION OF THE NEW EMPLOYEE

ONBOARDING ROADMAP

30-60-90+ DAYS

WELCOME			PERFORMANCE			ADVANCEMENT
Pre-boarding	Orientation - Employee		Ramp up	Collaboration	Independance	Growth / Development
Day 0	Day 1	Day 2-5	Day 10	Day 30	Day 60	Day 90
New Hire:						
It Dept:						
Admin Dept:						
Supervisor:						

NEW HIRE CHECKLIST TEMPLATE

EMPLOYEE:	
DEPARTMENT:	
JOB TITLE:	HIRE DATE:

CHECKLIST ITEM	DATE COMPLETE	CHECKLIST ITEM	DATE COMPLETE
☐		☐	
☐		☐	
☐		☐	
☐		☐	
☐		☐	
☐		☐	
☐		☐	
☐		☐	
☐		☐	
☐		☐	

NOTES: _____

SIGNATURE		
COMPLETED BY	SIGNATURE	DATE



INDIVIDUAL DEVELOPMENT PLAN (IDP)

CURRENT	Position Job Description:	Required Skills & Knowledge:
6 MONTHS	Position Job Description:	Required Skills & Knowledge:
1 YEAR	Position Job Description:	Required Skills & Knowledge:
3 YEARS	Position Job Description:	Required Skills & Knowledge:
5 YEARS	Position Job Description:	Required Skills & Knowledge:

SKILL MATRIX SHEET

[illegible]

2



RECOGNITION & REWARDS LOG SHEET

[illegible]

HR KPI DASHBOARD

	METRIC	VALUE	TARGET	STATUS
Employee Turnover Rate				
Time to Hire (avg)				
Employee Satisfaction Score				
Absenteeism Rate				
Offer Acceptance Rate				

MONTH	NEW HIRES	EXITS	AVG. TIME TO HIRE	SICK DAYS LOGGED	SATISFACTION SCORE

	STAGE	CANDIDATES IN STAGE
Applications Received		
Screened		
Interviews		
Offers Sent		
Offers Accepted		

TEAM BUILDING PLANNER

Company Name	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Activity Time	Morning	Morning	Morning	Morning	Morning	Morning	Morning
	Afternoon	Afternoon	Afternoon	Afternoon	Afternoon	Afternoon	Afternoon
1							
2							
3							
4							
5							
GENERAL AGREEMENT							
Week	Time	Activity Project Introduction					

EXIT INTERVIEW TEMPLATE

EMPLOYEE NAME:

JOB TITLE:

DEPARTMENT:

LAST WORKING DAY:

REASON FOR LEAVING

WHAT DID YOU ENJOY MOST ABOUT YOUR ROLE?

WHAT COULD THE COMPANY HAVE DONE BETTER?

FEEDBACK ABOUT YOUR MANAGER/SUPERVISOR

WOULD YOU CONSIDER RETURNING?

Yes

No

Additional comments/suggestions



EMPLOYEE ENGAGEMENT SURVEY SHEET

EMPLOYEE NAME:

DATE:

DEPARTMENT:

WHAT MOTIVATES YOU MOST AT WORK?

SUGGESTIONS FOR IMPROVING MORALE OR COMMUNICATION?

ONE THING YOU WOULD CHANGE ABOUT THE WORKPLACE?

ONE THING YOU APPRECIATE ABOUT THE COMPANY?

ADDITIONAL ANONYMOUS FEEDBACK?

WORKLOAD & CAPACITY TRACKER

Employee Name		Department		Date																
DEAL NAME	ESTIMATED HOURS REQUIRED	HOURS CURRENTLY ASSIGNED	% CAPACITY USED	NOTES ON OVERLOAD OR GAPS																

EMPLOYEE CONFLICT RESOLUTION LOG

Date of Conflict	NAMES OF EMPLOYEES INVOLVED		DESCRIPTION OF CONFLICT		ACTIONS TAKEN		OUTCOME		FOLLOW-UP STEPS		HR REPRESENTATIVE NOTES	

SUCCESSION PLANNING SHEET

[illegible]

EMPLOYEE SUGGESTION TRACKER

DATE OF SUGGESTION:

EMPLOYEE NAME:

DEPARTMENT:

SUGGESTION DESCRIPTION

PROBLEM IT SOLVES

SUGGESTED IMPLEMENTATION

MANAGER/HR NOTES

FINAL DECISION & STATUS



DIVERSITY & INCLUSION TRACKER

DEPARTMENT:

MANAGER:

GENDER RATIO:

CULTURAL REPRESENTATION

D&I INITIATIVES TAKEN

OBSERVATIONS OR CONCERNS

PLANS FOR IMPROVEMENT

WORKPLACE INCIDENT LOG

DATE OF SUGGESTION:

EMPLOYEE NAME:

DEPARTMENT:

TYPE OF INCIDENT

PEOPLE INVOLVED

DETAILED DESCRIPTION

WITNESS NAMES (IF ANY)

ACTIONS TAKEN

FOLLOW-UP REQUIRED?

WELLNESS & BURNOUT CHECK-IN SHEET

[illegible]