

Company Workspace

Settings & Team

Quick Search

TEAMS

+ New Team

HR Team

PLANS

+ New Plan

- Benefits
- Company Trainings
- Meetings
- Off-boarding
- Onboarding
- Preboarding
- Recruitment

ARCHIVED PLANS (0)

HR Team

JANUARY 2020 Tu 28 We 29 Th 30 Fr 31 FEBRUARY Sa 1 Su 2 Mo 3 Tu 4 We 5 Th 6 Fr 7 Sa 8 Su 9



lisa



Onboard Ryan
Onboarding

Preboarding Ryan
Preboarding

Offboard Jen
Off-boarding

Take Home Task
Recruitment



aaron

Job Fair on Campus
Recruitment

Add New Items to Employee Handbook
Benefits

Prepare Diversity & Inclusion Presentation
Company Trainings



eliza

Accounting Meetings
Meetings

Prepare End of Contract
Off-boarding

Advertisements & Hiring Campaign
Recruitment



mitch

Collect Office Keys
Off-boarding

Onboard Max
Onboarding

Reference Checks
Recruitment



laura

Company Policy Presentations
Company Trainings

Set up new laptops
Preboarding

Review Resumes
Recruitment



maria

Prepare Company Gym Memberships
Benefits

Print Docs
Preboarding