

# HR CALENDAR TEMPLATE

This dynamic template simplifies the organization of HR-related tasks, events, and deadlines.

2024

25 January

To Do Lists

✓ 7/1/2023 Collect and analyze HR data

✓ 7/10/2023 Prepare HR reports

✓ 7/15/2023 Develop job descriptions

✓ 7/20/2023 Conduct exit interviews

✓ 7/21/2023 analyze feedback

✗ 7/22/2023 Screen resumes

✗ 7/23/2023 background checks

✗ 7/24/2023 Mediate conflicts

✓ 7/25/2023 Make job offers

Events

Note

HR Calendar

6  
Completed

3  
Canceled

STATUS

6  
4  
2  
0

6  
3

| SUNDAY                   | MONDAY                                                                                        | TUESDAY                                                                                       | WEDNESDAY                                                                                     | THURSDAY                                                                                      | FRIDAY                                                                                        | SATURDAY                                                                                                                                                                            |
|--------------------------|-----------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                          | 1                                                                                             | 2                                                                                             | 3                                                                                             | 4                                                                                             | 5                                                                                             | 6                                                                                                                                                                                   |
|                          |                                                                                               |                                                                                               |                                                                                               |                                                                                               |                                                                                               | 8:00 AM HR Meeting<br>9:00 AM Announcement<br>10:00 AM Training new<br>11:00 AM Group Meeting<br>12:00 PM Lunch<br>2:00 PM Recording files<br>3:00 PM Break<br>4:00 PM Time Keeping |
| 7                        | 8                                                                                             | 9                                                                                             | 10                                                                                            | 11                                                                                            | 12                                                                                            | 13                                                                                                                                                                                  |
| 9:00 AM Jogging          | 8:00 AM HR Meeting<br>9:00 AM Announcement<br>10:00 AM Training new<br>11:00 AM Group Meeting | 8:00 AM HR Meeting<br>9:00 AM Announcement<br>10:00 AM Training new<br>11:00 AM Group Meeting | 8:00 AM HR Meeting<br>9:00 AM Announcement<br>10:00 AM Training new<br>11:00 AM Group Meeting | 8:00 AM HR Meeting<br>9:00 AM Announcement<br>10:00 AM Training new<br>11:00 AM Group Meeting | 8:00 AM HR Meeting<br>9:00 AM Announcement<br>10:00 AM Training new<br>11:00 AM Group Meeting | 8:00 AM HR Meeting<br>9:00 AM Announcement<br>10:00 AM Training new<br>11:00 AM Group Meeting                                                                                       |
| 12:00 PM Dinner with fam | 12:00 PM Lunch<br>2:00 PM Recording files                                                     | 12:00 PM Lunch<br>2:00 PM Recording files                                                     | 12:00 PM Lunch<br>2:00 PM Recording files                                                     | 12:00 PM Lunch<br>2:00 PM Recording files                                                     | 12:00 PM Lunch<br>2:00 PM Recording files                                                     | 12:00 PM Lunch<br>2:00 PM Recording files                                                                                                                                           |
| 3:00 PM Gym              | 3:00 PM Break<br>4:00 PM Time Keeping                                                         | 3:00 PM Break<br>4:00 PM Time Keeping                                                         | 3:00 PM Break<br>4:00 PM Time Keeping                                                         | 3:00 PM Break<br>4:00 PM Time Keeping                                                         | 3:00 PM Break<br>4:00 PM Time Keeping                                                         | 3:00 PM Break<br>4:00 PM Time Keeping                                                                                                                                               |
| 14                       | 15                                                                                            | 16                                                                                            | 17                                                                                            | 18                                                                                            | 19                                                                                            | 20                                                                                                                                                                                  |
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| 21                       | 22                                                                                            | 23                                                                                            | 24                                                                                            | 25                                                                                            | 26                                                                                            | 27                                                                                                                                                                                  |
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| 28                       | 29                                                                                            | 30                                                                                            | 31                                                                                            | 1                                                                                             | 2                                                                                             | 3                                                                                                                                                                                   |
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MONTHLY GOALS

• Employee Engagement

• Recruitment and Hiring

• Performance Management

• Training and Development

• HR Metrics and Reporting

• Employee Relations

• Benefits Administration

• Diversity and Inclusion

• HR Policy and Compliance

• Succession Planning

REMINDERS

• Performance Evaluations

• Benefits Enrollment

• HR Policy Updates

• Ongoing HR Projects

X