

HR CALENDAR

Calendar Schedule

Events and
Notes

Monthly Goals
and Reminders

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

3

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

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