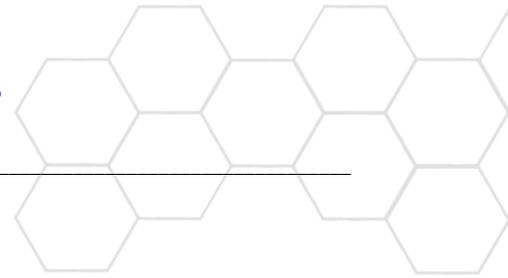




PEOPLE HIVE
Human Resources Consultancies

FREE HR TEMPLATES/CHECKLISTS
HR SETUP ROADMAP – FIRST 90 DAYS



(For Startup / SME)

DAYS 1-30: FOUNDATION

- Assign HR responsibility
- Map organization structure
- Create employee master data file
- Draft basic employment documents
- Define payroll cycle & salary structure
- Identify legal compliance requirements (UAE if applicable)

DAYS 31-60: STRUCTURE

- Finalize job descriptions
- Implement onboarding checklist
- Establish leave & attendance process
- Set probation & performance expectations
- Centralize employee records securely

DAYS 61-90: OPTIMIZATION

- Introduce performance review framework
- Conduct basic HR audit
- Review compliance gaps
- Plan HR improvements (policies, systems, support)

PEOPLE HIVE HUMAN RESOURCES CONSULTANCIES LLC

Free HR Templates | For General Guidance Only

Users are responsible for adapting this template to their jurisdiction and organizational requirements.

Email: info@peoplehivehr.com | Phone: (04) 401 8918

www.peoplehivehr.com