



Suhas Bhairav

AI Employee Onboarding Plan Template

**Instant 30–60–90 day orientation schedules for
new HR hires powered by AI.**

Automate personalized onboarding plans from role
and level inputs with auditable human review.

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Automate Onboarding Inputs

This page defines what elements of new-hire onboarding can be AI-assisted in HR. It covers automated content generation, task scheduling, and human review checkpoints.

Key move Start with a single department pilot to validate data quality and adoption.

PRACTICAL CHECKLIST

- 01** Input: new hire role, level, and team produce a personalized 30–60–90 day plan.
- 02** Automate task creation, calendar invites, and resource links for standard onboarding modules.
- 03** Flag high-risk or sensitive tasks for human review before assignment.
- 04** Maintain human-in-the-loop for policy questions, cultural integration, and exception handling.
- 05** Store plans in the HRIS with versioning and audit trails.
- 06** Define data requirements and tool access: identity, permissions, and data quality checks.
- 07** Leverage AI agents (Claude/ChatGPT) to draft language and suggest task sequencing, with human verification.

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What to Automate and What to Review

This page specifies automation candidates in HR onboarding and when humans should review. It maps data needs, tools, and governance.

Key move Pilot with one department and track adoption weekly.

PRACTICAL CHECKLIST

- 01** Input fields: job code, seniority, department, and locale to tailor milestones.
- 02** Auto-create task lists: IT access, payroll setup, benefits overview, mentor meetings.
- 03** Auto-generate content: role-specific emails, welcome packets, and learning links.
- 04** Human review gates: sensitive policy explanations and compensation terms require reviewer sign-off.
- 05** Data/tool requirements: HRIS, LMS, identity management, secure storage, and audit logging.
- 06** Guardrails: automation changes approved by HROps with quarterly governance reviews.
- 07** Metrics: plan accuracy, time-to-task, onboarding sentiment, and completion rates.

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Adoption Plan: 0–4 Weeks

This page outlines a practical weekly plan to implement AI onboarding automation. It also defines ownership, approvals, and success metrics.

Key move Always validate data quality before enabling automation for a new role.

PRACTICAL CHECKLIST

- 01** Week 0–1: map inputs, connect HRIS/LMS, establish guardrails, assign owners and approvals.
- 02** Week 1–2: prototype automated plan with sample roles, gather HR feedback.
- 03** Week 2–3: pilot onboarding schedule generation, auto-email content, and calendar invites.
- 04** Week 3–4: review outcomes, adjust milestones, and publish governance document.
- 05** Ownership: HR Ops owns automation, Talent Partners own content, IT ensures data security.
- 06** Approvals: automated updates require quarterly sign-offs by HR leadership.
- 07** Measurements: time-to-start, plan accuracy, user satisfaction; adjust KPIs monthly.

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ABOUT THE CREATOR

Suhas Bhairav

I build AI systems that combine distributed architecture, retrieval, knowledge graphs, security, and practical workflow design. My focus is AI that can be used repeatedly by real teams: understandable, reliable, and grounded in the work people already do.

EXPERTISE

- Principal systems architecture and applied AI engineering
- Production-grade AI systems, agentic workflows, RAG, and knowledge graphs
- Full-stack workflow applications across AWS, Google Cloud, Azure, on-premise, and hybrid environments
- Practical AI implementation patterns for automotive, manufacturing, finance, logistics, cybersecurity, sales, and customer operations
- Security, governance, observability, approvals, and failure-mode thinking for operational AI systems

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