**2. HR Associate Onboarding Plan**

| **Step Number** | **Task** | **Details/Substeps** |
| --- | --- | --- |
| 1 | Attend HR team intro meeting. | Introduce yourself, learn team responsibilities, ask about expectations. |
| 2 | Review company policies. | Read policies, sign acknowledgment, discuss unclear points with manager. |
| 3 | Complete HR software training. | Login, watch tutorial videos, practice entering sample data. |
| 4 | Assist onboarding a new hire. | Prepare schedule, introduce new hire, help with paperwork. |
| 5 | Learn employee benefits packages. | Review handbook, ask about common questions, prepare for employee queries. |