New Hire Employee On boarding

Pre-boarding	Action	Responsible
Email confirmation - New Employee	Welcome Message	HR
	Documents to bring	HR
	Start date, shift timings, location and contact person	HR
	Inform dress code	HR
	Attach HR handbook/company profile	HR
Introductory Email - Existing Employees	New employee's title and team	HR
	Announce Start date, shift timings and location	HR
	New employee's background with photograph (if available)	HR
New employees' HR and IT requirement	Prepare Hardware and Software as required by the process	IT
	Create New employee's logins (GreytHR/HR-HRMS/Biometric)	HR
	Create HR documents and forms	HR
	Ensure the locker allocation and ID cards printing	HR
Welcome and office tour	Meet and greet new employee	HR
	Introduce new employee to existing team	HR
	Introduction to HR policy, code of conduct and company profile	HR
	PC allocation/Headset (Voice Team)/Welcome Kit	IT/HR
	Fill all HR documents and forms	HR
Meeting with manager - First Day	Introduce new employee to TL	Manager
	Go Over Employee Job Description	Manager
	Set employee's goals for first month	Manager
	Explain daily and weekly routine activities	Manager
	Ask employee's expectations	Manager
	Request New employee's logins (Software/VPN)	Manager
First Month	Introduce the employee to the SOP's, Project protocols and Team Mentor & Structure.	TL
	Organize and Schedule Software Training	TL
	SoP and Software Knowledge Assessment	TL
	Introduce new employee to QA team	TL
	Daily Team Huddle	TL
	Periodic Interaction with New Employee	HR
	Weekly QA team feedback	QA Team
	Monthly 1 on 1 review - 30 days review	Manager
	First Month review with Manager/TL/New Employee	HR
	30 days completion milestone appreciation	HR
Second Month	Monthly QA team feedback	QA Team
	Monthly 1 on 1 review - 60 days review	Manager
	Second Month review with Manager/TL/New Employee	HR
Third Month	Monthly QA team feedback	QA Team
	Monthly 1 on 1 review - 90 days review	Manager
	90 Days Employee Confirmation	HR
	90 days completion milestone appreciation	HR
Six Month	Monthly QA team feedback	QA Team
	Monthly 1 on 1 review	Manager
	Monthly review with Manager/TL/New Employee	HR
	Six months completion milestone appreciation	HR