

EMPLOYEE ONBOARDING PROCESS CHECKLIST

Phase 1: Pre-boarding (Before Day 1)

- HR: Send offer letter and welcome email.
- HR: Initiate background verification.
- IT: Provision laptop and email account (Google Workspace/Outlook).
- Admin: Create ID card and access badge.
- Manager: Assign a "Buddy".

Phase 2: Day 1

- 10:00 AM: Report to HR for documentation collection.
- 11:00 AM: IT Asset handover (Laptop configuration).
- 12:00 PM: Welcome lunch with the team.
- 02:00 PM: Office tour.
- 03:00 PM: Orientation session (Mission, Vision, Values).

Phase 3: First Week

- Meeting with Reporting Manager (Role expectations, Goal setting).
- Intro to key stakeholders.
- Compliance training (POSH, Data Security, Code of Conduct).
- Access to tools (Jira, Slack, GitHub, HRMS).

Phase 4: First Month

- Regular check-ins with Manager (Weekly).
- Completion of department-specific training.
- 30-day feedback conversation.