

Handling Technology for Onboard

1.0 Overview

This document outlines the Standard Operating Procedures (SOPs) for handling technology issues for employees who are being onboard. These procedures are designed to ensure that new employees have the necessary technology resources to perform their job functions, and that the onboarding process is handled in an efficient and effective manner.

2.0 Purpose

The purpose of this procedure is to develop a plan for providing technology resources to new employees, including hardware, software, and system access.

3.0 Scope

Inform all relevant stakeholders, including IT personnel and HR, about the plan and any requirements for handling technology assets.

4.0 Procedures

Asset Inventory

Asset Identification: Identify all technology assets that will be assigned to the new employee, including laptops, mobile devices, and other company-owned equipment.

Software and Access: Identify all software and systems to which the new employee will need access, including email accounts, cloud storage, and other online tools.

Asset Provisioning

Asset Allocation: Allocate the necessary technology assets to the new employee, including laptops, mobile devices, and other company-owned equipment.

Software and Access Provisioning: Provision access to all software and systems to which the new employee will need access, including email accounts, cloud storage, and other online tools.

Data Migration and Transfer

Data Migration: Ensure that all necessary data is migrated from the previous employee's technology assets to the new employee's assets, including email, files, and other relevant data.

Data Transfer: Transfer any relevant data or files from the new employee's personal technology assets to their company-owned assets.

Asset Training and Support

Training: Provide training to the new employee on how to use the technology assets and software to perform their job functions.

Support: Provide ongoing support to the new employee for any technology-related issues or questions.

Documentation

Record Keeping: Document all technology assets assigned to the new employee, the date of allocation, and any relevant training or support provided.

Compliance: Ensure that all documentation and procedures are compliant with relevant regulations and company policies.