# Employee Onboarding Process

Onboarding new employees is a crucial step to ensure they integrate smoothly into the organization. Here are the key steps:

## Step 1: Pre-Onboarding

1. Send a welcome email with company details and policies.  
2. Provide access to necessary pre-employment forms.  
3. Schedule an introduction meeting.

## Step 2: First Day Setup

1. Provide an office tour and introduce team members.  
2. Set up IT access, email, and other tools.  
3. Assign a mentor or buddy.

## Step 3: Training and Orientation

1. Conduct HR and company policy sessions.  
2. Provide training on job-specific responsibilities.  
3. Schedule check-ins with team leads.

## Step 4: First Month Review

1. Conduct a feedback session on onboarding experience.  
2. Set performance expectations and goals.  
3. Address any questions or concerns.