

## **EMPLOYEE ONBOARDING PROCEDURE**

Version: 4.1

Department: Human Resources

### **SECTION 1: Pre-Onboarding Checklist**

#### **1.1 Documents Required**

- Offer Letter Acceptance
- Address Proof
- Bank Account Details
- PAN & Aadhaar Copies

#### **1.2 Pre-Onboarding Tasks**

- Create employee ID
- Assign buddy/mentor
- Prepare welcome kit

### **SECTION 2: First Day Orientation**

#### **2.1 Orientation Agenda**

- Company Overview (30 mins)
- IT Account Setup (45 mins)
- HR Policy Briefing (40 mins)
- Team Introduction (20 mins)

#### **2.2 Key Policies Explained**

- Work From Home Guidelines
- Leave Policy
- Code of Conduct
- Cybersecurity Awareness

### **SECTION 3: Training & Evaluation**

#### **3.1 Mandatory Training Modules**

- Workplace Safety
- Anti-Harassment Policy
- Data Protection & Privacy
- Software Tools Training

#### **3.2 30-Day Evaluation Criteria**

- Task completion rate
- Communication skills
- Collaboration and teamwork
- Technical onboarding completion

Last Updated: 21 October 2024