

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