Employee Onboarding Guide

WELCOME TO THE COMPANY!

Week 1: Getting Started
- Day 1: Orientation session at 9 AM in Conference Room A - Complete all paperwork with HR (tax forms, bank details, emergency contacts) - Receive company laptop, ID card, and access credentials - IT setup and system access configuration

Week 2-4: Training
- Attend department-specific training sessions - Shadow team members to understand workflows - Complete mandatory compliance training modules - One-on-one meetings with team lead and manager

Required Documents:
- Government-issued ID - Educational certificates - Previous employment records - Bank account details for salary deposit

Benefits Enrollment:
Enroll in health insurance, retirement plans within first 30 days.